GENERAL LEDGER MANUAL

This manual walks you through Adding, Copying, Editing and Budget Checking Journals as well as Inquiring on Journals and Running General Ledger Reports.

State of Vermont

Department of Finance & Management

Revised November 2008

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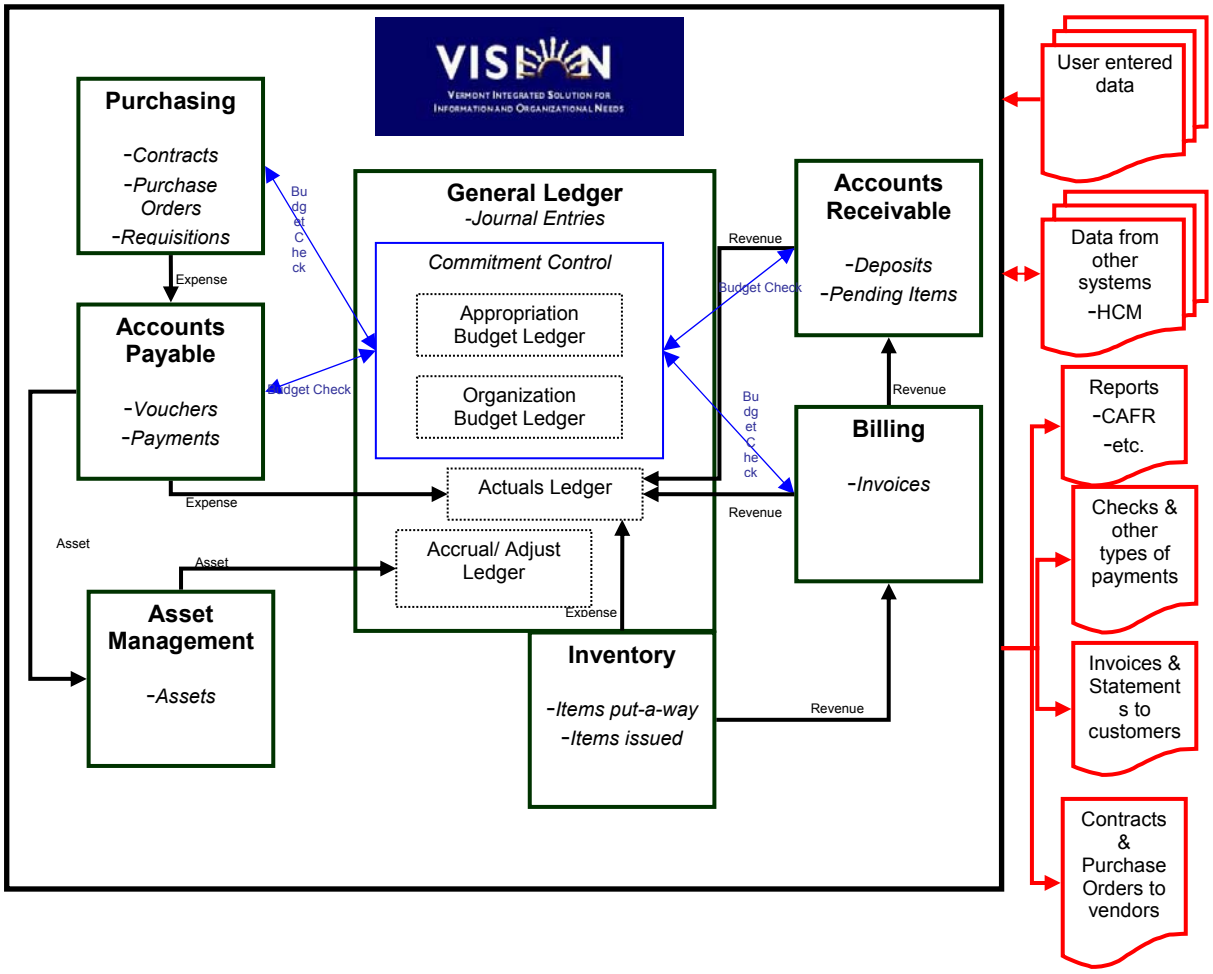
Introduction to the General Ledger Module

Overview of VISION Financial System:



General Ledger Transactions

The General Ledger module summarizes and stores all transactions from sub modules in the form of journal entries. Journal entries are also manually entered directly to the general ledger. The journal source code indicates how the journal was created, as indicated in the listing below:

ADJ	GAAP adjustments entered manually – used by Financial Operations only
ALO	Allocation journals created by the system when the allocation process is run
AM	Journals created by the journal generator process from the asset management module
AP	Journals created by the journal generator process from the accounts payable module
AR	Journals created by the journal generator process from the accounts receivable module
BI	Journals created by the journal generator process from the billing module
CAJ	Cash adjustments entered manually – Used by the Treasurer's office only
CNV	Used to book beginning general ledger balances when converting to VISION on 7/1/01 – Used by Financial Operations only
HR	Payroll journal entries interfaced from HRMS and created by the system
INV	Journals created by the journal generator process from the inventory module
ONL	Entered manually by users to book intra-business unit transfers and corrections
TSF	Entered manually by users to book inter-business unit transfers
TSN	Entered manually to book funding and cash transfers directed by statute or legislation – used by Financial Operations or by special permission only

VISION users may enter journals to the general ledger using the journal source codes of ONL and TSF only; unless directed to do otherwise by Financial Operations.

General Ledger Periods

The State of Vermont's fiscal year ends on June 30. The fiscal year coincides with the calendar year of its June 30 ending date; i.e. the fiscal year ending 6/30/2008 is fiscal year 2008. The general ledger periods in VISION coincide with the state's fiscal year rather than a calendar year. July is period 1; August is period 2; … June is period 12. Vision also allows for an adjustment period 998 to be used for all adjusting entries to a prior fiscal year. A fiscal year of activity would include periods 1 through 12 and period 998.

Transfer Types in VISION

There are various transfer scenarios that Finance has identified. Transfer types and procedures of how to process them have been established for each scenario, and are described in this section. Please refer to VISION Procedure #7 on the Finance & Management website for additional information.

Funding Transfers Directed by Statute or Current Year Law

- These transfers are processed by the Department of Finance and Management with a journal source code of TSN. Departments will not process these transfers unless directed to do so by Finance, in which case a written notification will be given to the department. Finance and Management will use transfer in and out account codes 701005, 701505, 720000, and 720005 to transfer funds in these transactions. For non-budgeted transfers Finance and Management will use transfer in and out account codes of 701006, 701506, 720001, and 720006.

Inter-Unit Grant Transfers – Reimbursement (Grant) Transfers

- One business unit (sending) furnishes funds to another business unit (receiving) with **NO expectation of reimbursement or services provided, except as required by the terms of a grant agreement or MOU if applicable.**

- These transfers should be budgeted by the sending department as a grant expenditure and should be budgeted by the receiving department as a funding source in fund 21500. These transfers are processed with a journal source code of TSF. The sending department will debit the proper grant expenditure account code (account codes in the 550--- series for all departments and the 6----- series for AHS only) under the proper fund and deptid and credit cash account 100105 under the proper fund and deptid. The receiving department will debit cash account 100105 under fund 21500 and the proper deptid and credit revenue account 495000 under fund 21500 and the proper deptid.

Note: If you did not receive spending authority in Fund 21500 in your budgeting process, you will need to process an **excess receipt request** through your Budget Analyst to obtain authority to spend the funds received by the transfer.

Note: The VT Housing and Conservation Board; business unit 09150, is a component unit and is not considered a state department. Transfers received

from this business unit should reflect the appropriate fund and revenue account and not fund 21500 and account 495000.

Inter-Unit Reimbursement Transfers Non-Budgeted (Refund of Expenditure)

This type of transfer should be used in limited circumstances, in order to prevent understatement of budget-based reporting. Appropriate examples are:

- One business unit (sending) reimburses another business unit (receiving) for costs incurred by paying a bill on their behalf. (Also known as a refund of expenditure.) If one business unit is reimbursing another business unit for an employee's salary expenses, then both the sending and receiving business units must use the same salary expense accounts.

- These transfers are processed with a journal source code of TSF. The sending business unit debits the proper expense account and credits cash account 100105. The receiving business unit debits cash account 100105 and credits the expense account, fund, deptid and any other chartfields used on the original transaction processed to pay the bill.

- An employee works for another department. For example an employee changes jobs in the middle of a pay week. **Important Note:** For reporting purposes, whenever salary codes are used on one side of a TSF journal, they must be used in the same (but opposite) way on the other side. All appropriate salary codes must be used, not just salaries (FICA, Life Ins., etc). **The initiating department needs to give the salary code breakdown to the responding department.**

Note: In the description of the journal, the receiving business unit must identify the A/P business unit and Voucher ID or Journal ID on which the original bill was paid.

Note: Please refer to VISION Procedure #6 for information on how to process prior year refund of expenditures.

Surplus Property Sales

- Must be received into **Surplus Property Special Fund 21584**. If the item was originally expensed, use Revenue account 480001 **(Sale if Surplus Property).** If the item was originally capitalized, use Revenue account **480030 (Proceeds From Sale of Assets)**.

- If you did not receive spending authority in Fund 21584 in your budgeting process, you will need to process an excess receipt request through your Budget Analyst to receive spending authority for your surplus property receipts.

Note: Internal Service funds are the exception.

Inter-Unit Reimbursement Transfers Budgeted

- One business unit (sending) furnishes funds to another business unit (receiving) with the expectation of receiving some service in return. The business unit providing the service is not in the business of providing this service for sale to other state departments.

- The department providing the funds includes the reimbursement as an expenditure on their budget. The business unit providing the service budgets the reimbursement as a funding source under fund 21500. The transfer is processed with a journal source code of TSF. The sending business unit debits the proper expenditure account, fund and deptid for the service provided and credits cash account 100105. The receiving business unit debits cash account 100105 under fund 21500, and the proper deptid and credits revenue account 490000 under fund 21500 and the proper deptid.

Important Note: If you did not receive spending authority in Fund 21500 in your budgeting process, you will need to process an **excess receipt request** through your Budget Analyst to obtain authority to spend the funds received by the transfer.

Note: If the Inter-Unit Grant transfer has not been budgeted, the receiving department must still receive the transfer into fund 21500 and then process an excess receipt request to receive spending authority in this fund.

Note: The VT Housing and Conservation Board; business unit 09150, is a component unit and is not considered a state department. Transfers received from this business unit should reflect the appropriate fund and revenue account and not fund 21500 and account 490000.

Inter-Unit Transfer of Receipts

- One business unit receives and posts receipts in VISION that belong to another business unit. The business unit (sending) transfers the receipts to the business unit (receiving) that they belong to.

- This transfer is processed with a journal source code of TSF. The sending business unit debits the revenue code, fund, deptid, and other chartfields used on the original transaction to post the receipt, and credits cash account 100105. The receiving business unit must debit cash account 100105 and credit the appropriate revenue account.

Note: In the description of the journal, the sending department must identify the A/R business unit and Deposit ID or Journal ID in which the original receipt was posted.

Intra-Unit Transfers

- Expenditure and revenue transfers and corrections between chartfields within the same general ledger business unit are processed as intra-unit transfers.

- These transfers are processed with a journal source code of ONL. If the transfer or correction is between a fund, deptid or any other chartfield other than account, offsetting debit and credits to cash account 100106 must be used. If the transfer or correction is between accounts only, then offsetting debits and credits to cash account 100106 are not needed.

Note: Corrections to chartfield information on transactions originating from an AP Voucher must be corrected using a Journal Voucher in AP and not with an Intra-Unit Transfer.

Inter-unit Transfer for Payment of Goods or Services

- One business unit (sending) reimburses another business unit (receiving) for goods and services purchased. The business unit providing the goods or services is in the business of offering the goods or services for sale to other business units.

- This transfer is processed with a journal source code of TSF. The sending business unit debits an appropriate expense account and credits cash

Note: If the receiving business unit is set up as a vendor in the accounts payable module, the sending business unit must process an AP voucher to pay for the goods and services and not an Inter-unit transfer.

Requirements Regarding Processing Journal Entries

Departments must follow certain guidelines when entering interunit and intraunit transfer journals in the General Ledger Module to ensure that the transactions can be reported correctly and researched easily. The following describes requirements for the two types of transfers.

Interunit Transfer Journal Entries (TSF)

VT_BU_TRANSFER Query – Departments are responsible for running this query on a regular basis throughout the month to see if they have outstanding transfers to process. The query must also be run by each department on the 26th of each month to see what journals need to be responded to before the last day of the month.

Timing of interunit transfer journal entries (TSF) - All TSF journals MUST be initiated by the 25th of the month. Any TSF journals that are initiated after the 25th of the month will be deleted. All responding TSF journals MUST be entered by the last day of the month. These time requirements will allow all revenues to be processed by the end of the month so that Financial Operations can produce the Comparative Statement of Revenues Report on the first day of the new month.

Debit/Credit Memo deadlines (TSF) – All Debit/Credit memo adjustments must be processed within 5 business days of receipt from the Treasurer's Office. **Note:** This is an **initiating** TSF journal entry so they must be entered by the 25th of the month or wait until the 1st day of the following month.

Journal Descriptions - A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

Balanced Journal Entries – All journals must be balanced by fund, deptid, class, program, and project/grant. Cash Account 100105 must be used in both sides of the TSF journal and must net to zero between both journals (debit on receiving side; credit on paying side).

Importance of Proper Chartfield Use – It is important to realize that the guidelines and requirements for TSF's as outlined in VISION Procedure #7 are a result of **Statewide Reporting Requirements.** It is critical that TSF's are processed correctly in order for statewide budget and GAAP reporting, including preparation of the CAFR, to be completed timely and accurately.

Proper use of revenue accounts 490000 and 495000 and fund 21500 allows the Reporting section to identify interdepartmental fund transfer transactions and eliminate them from their reporting data. Use 495000 to receive funds for Reimbursement (Grant) Transfers, and use 490000 to receive funds for Reimbursement Transfers for Services.

Editing and budget checking interunit transfer journals - Edit but do not budget check TSF journals. Financial Operations will manually match and review your journal and the other department's journal. They will then budget check and post both TSF journals.

The following must match on both sides of the journals before they can be posted:

- Journal ID
- Journal Date
- Reference
- PY journal class if prior year

Affiliate (Business Unit of other Department) must be on all lines of the journal.

Intraunit Transfer Journal Entries (ONL)

Correcting transactions originating in accounts payable – Transactions originating in the Accounts Payable Module must be corrected by doing a journal voucher in Accounts Payable and not an ONL journal in the General Ledger.

Timing of intraunit transfer journal entries (ONL) – Departments may enter intraunit transfer journal entries at anytime during the month. Departments also have the first 5 business days of each month to enter intraunit transfer journal entries for the previous month.

Journal Descriptions - A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, and what the original transaction including A/R business unit and document id if applicable.

Balanced Journal Entries – All journals must be balanced by fund, deptid, class, program, and project/grant. This means that the debits for each fund, deptid, etc must equal the credits for each fund, deptid, etc. When transferring amounts from one fund to another, one deptid to another, etc., departments must use cash account 100106 to balance intraunit transfer journal entries (ONL).

Editing and budget checking intraunit transfer journals (ONL) – Departments must edit and budget check all ONL journal entries in order for the journals to post. All ONL journal entries for the previous month must be edited and budget checked by the 5th working day of the current month or they may be deleted by Financial Operations.

State of Vermont Required Fields

Note: Departments may define additional required fields as needed for their own business process.

Header Page

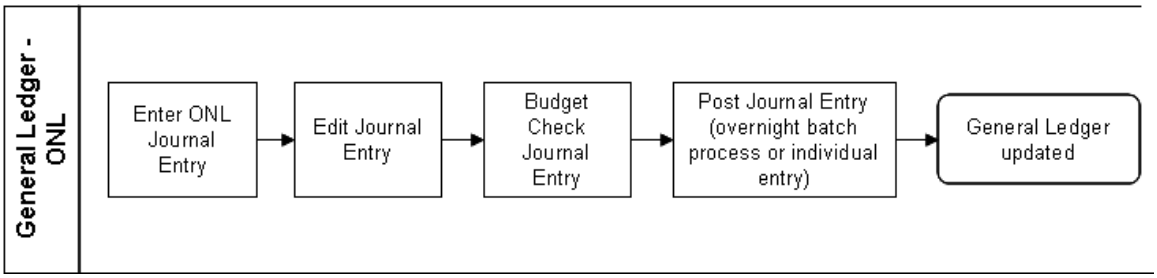
- Long Description
- Ledger Group (defaults as Actuals)
- Source (defaults as ONL)
- Reference Number (for TSF journal entries)
- Journal Class (If journal entry is for a prior fiscal year)
- Transaction Code (defaults as General – accept default)
- Adjusting Entry (Defaults as Non-Adjusting. Should only be changed if entering journals to period 998 at fiscal year end.)
- Period (Defaults based on journal date. Should only be changed if selecting period 998 to record correcting journals at fiscal year end.)

Lines Page

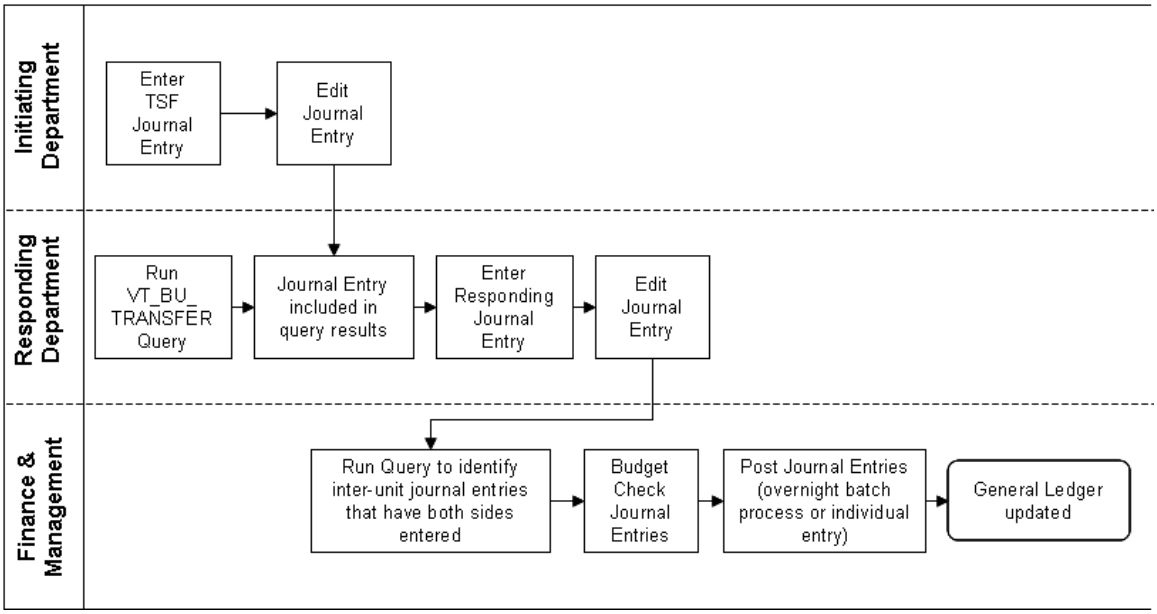
- Unit (defaults in from Header page)
- Account
- Fund
- Dept
- Affiliate (If a TSF journal)
- Amount
- Journal Line Description (defaults based on account code chosen)

General Ledger Process Flow Chart

ONL JOURNALS



TSF JOURNALS



ACTUALS Ledger vs the ACCRL/ADJ Ledger

VISION includes multiple ledgers that are merged together to produce full accrual basis Financial Statements that are in accordance with generally accepted accounting principles as prescribed by the Government Accounting Standards Board. The two ledgers that departments have day-to-day exposure to are the ACTUALS Ledger and the ACCRL/ADJ Ledger.

ACTUALS Ledger

The ACTUALS Ledger is where transactions from sub modules such as, Accounts Payable, Accounts Receivable and Billing, Journal Generate and post to. The Journal Generate process takes the accounting entries from the posted transaction in the sub module and creates a journal entry on the ACTUALS ledger in the General Ledger Module. The journal transaction is recorded in the ACTUALS ledger and the revenue or expenditure commitment control ledger is updated.

ACCRL/ADJ Ledger

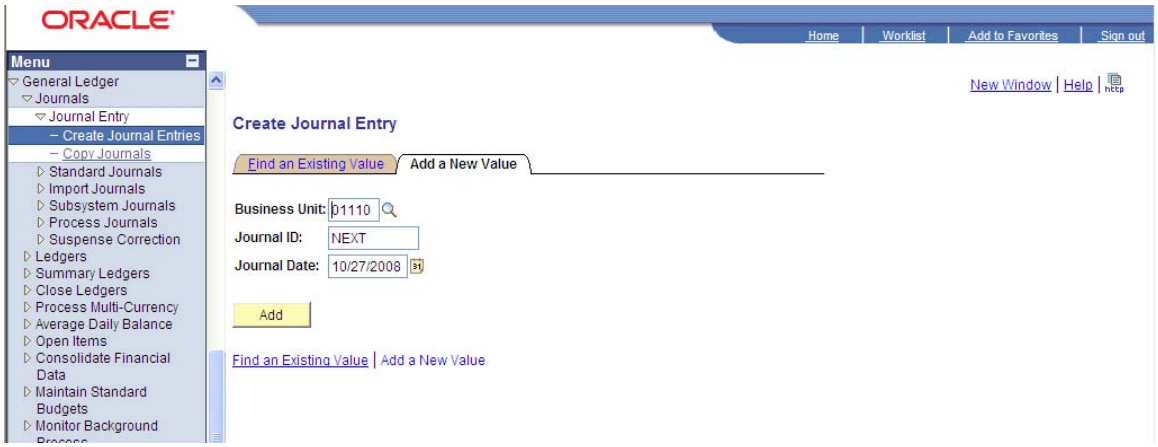
The ACCRL/ADJ Ledger is the ledger where capital assets are recorded and depreciated. The Journal Generate process takes the accounting entries from the posted Asset Management module transactions and creates a journal entry on the ACCRL/ADJ ledger in the General Ledger Module. Internal service, enterprise and fiduciary funds also use the ACCRL/ADJ Ledger to record full accrual adjustment entries such as accounts payable, payroll, and compensated absences liabilities, as well as additional receivables at fiscal year end.

Journal entries are entered and processed the same way in each ledger. When adding a journal, departments choose the appropriate ledger on the header page of the journal.

Enter a Journal (ONL) to Correct an Account

Possible situations when this function is used: To correct an account used on a deposit. To correct an account used on a TSF or an ONL journal entry.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

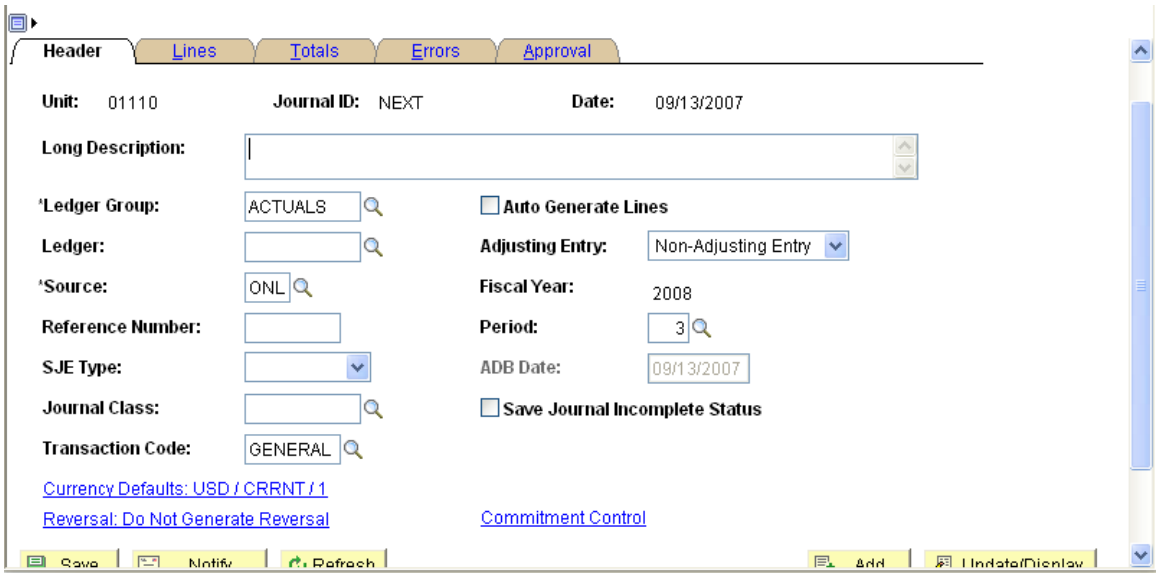
Enter Journal ID

- leave as NEXT **or**
- if you are correcting a previously entered Journal ID, you may change the Journal ID to be the same as the one you are fixing **(Note: journal date must be different than the original journal)**

Enter Journal Date

- leave as current date **or**
- enter the appropriate journal date

Click the ADD button



The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

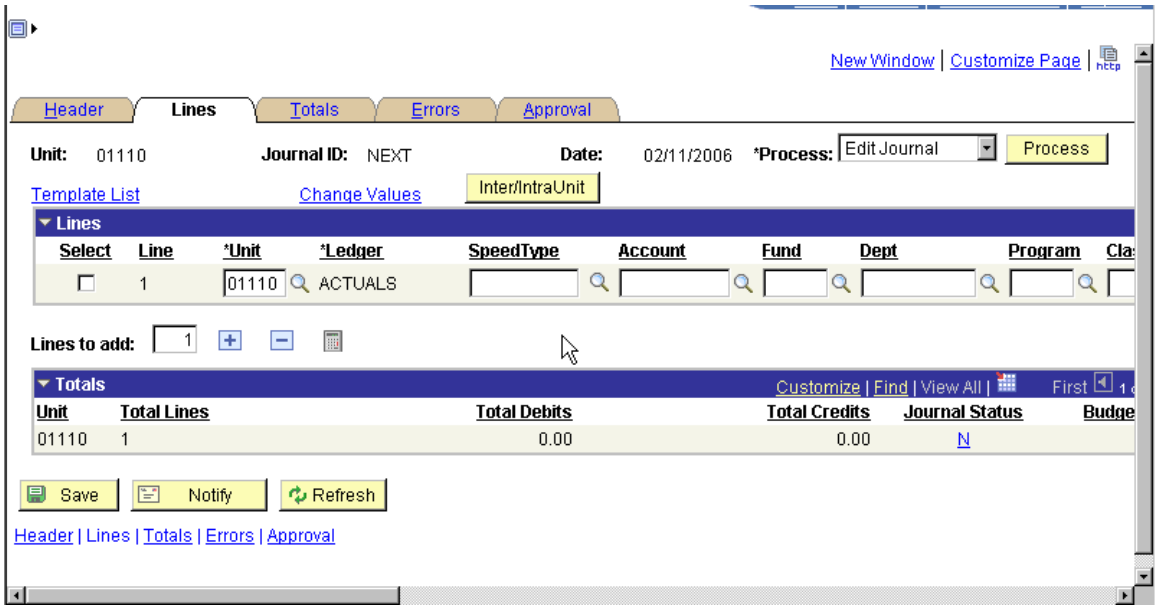
Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, and what the original transaction including A/P or A/R business unit and document id if applicable.

Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY

Click on the LINES Tab

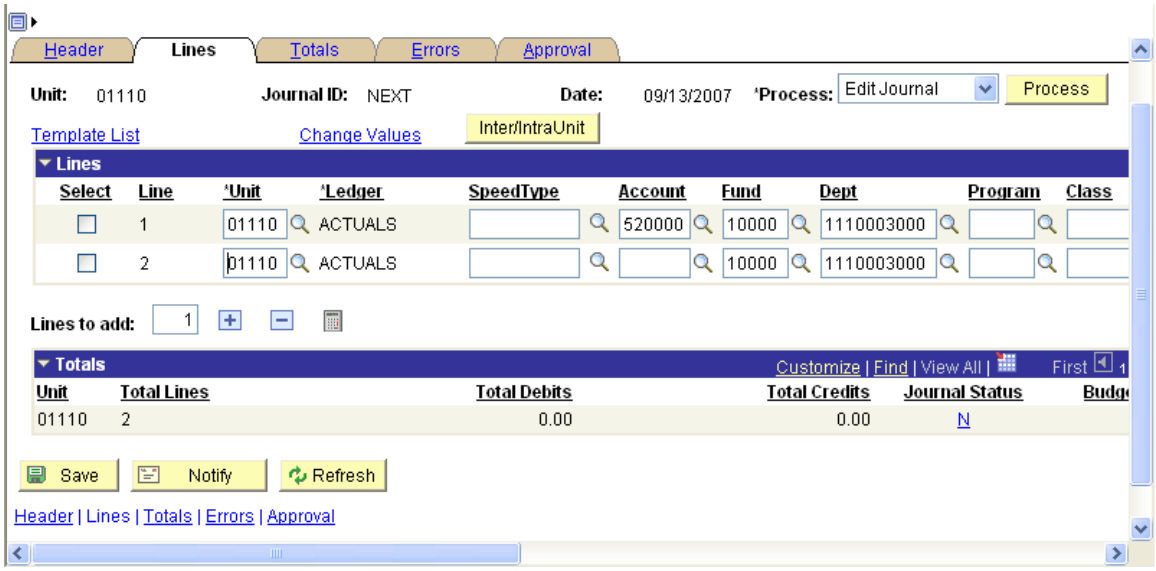


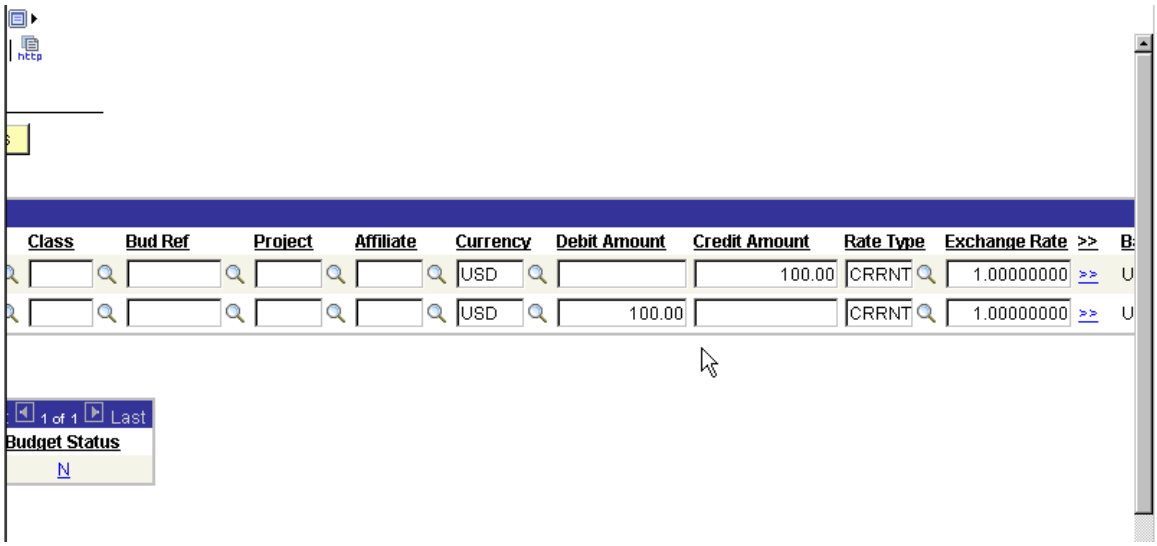
The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

Under Lines; Line 1

- **Enter account** - enter account from original transaction that is being corrected
- **Enter Fund** – enter fund from original transaction that is being corrected
- **Enter Deptid** – enter deptid from original transaction that is being corrected
- **Enter Class** – enter class from original transaction that is being corrected
- **Enter Program** – enter program from original transaction that is being corrected
- **Enter Project/Grant** – enter project/grant from original transaction that is being corrected
- **Enter Debit Amount** – enter amount of correction here if amount on original transaction is a credit
- **Enter Credit Amount** – enter amount of correction here if amount on original transaction is a debit

Click the + sign next to lines to add box



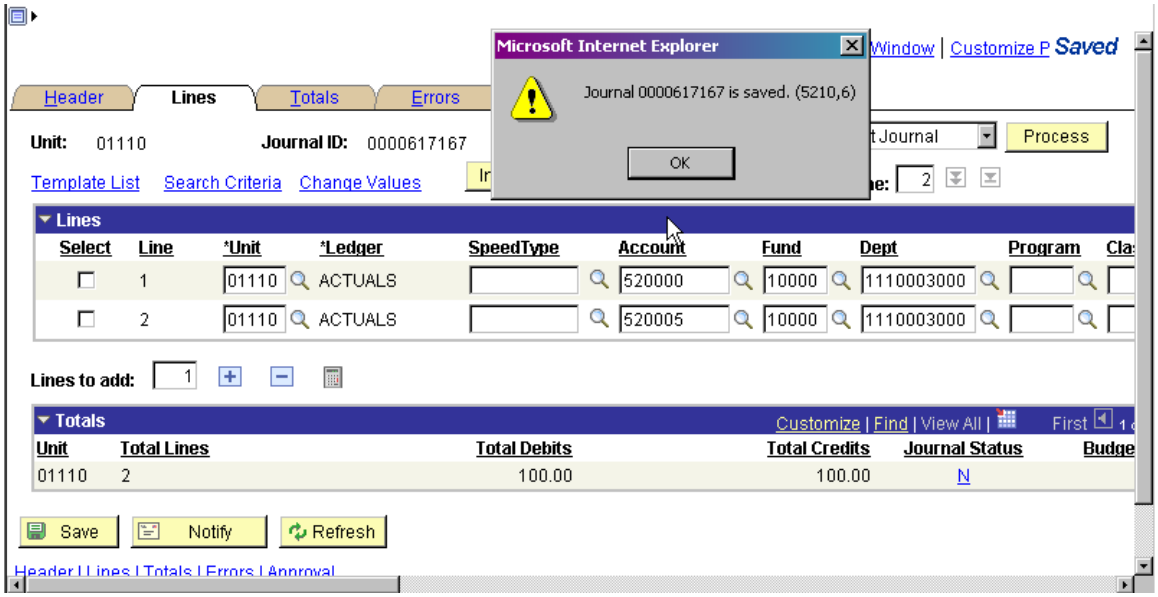


Line 2 is added. All chartfields, except account, from line 1 are defaulted in line 2. The amount in line 2 defaults to balance the journal.

Under Lines; Line 2

- **Enter account** - enter the new account that you are moving the original transaction to
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

Click the Save button



Journal entry has been saved. A Journal ID has been assigned if the journal ID was NEXT when added.

Click OK

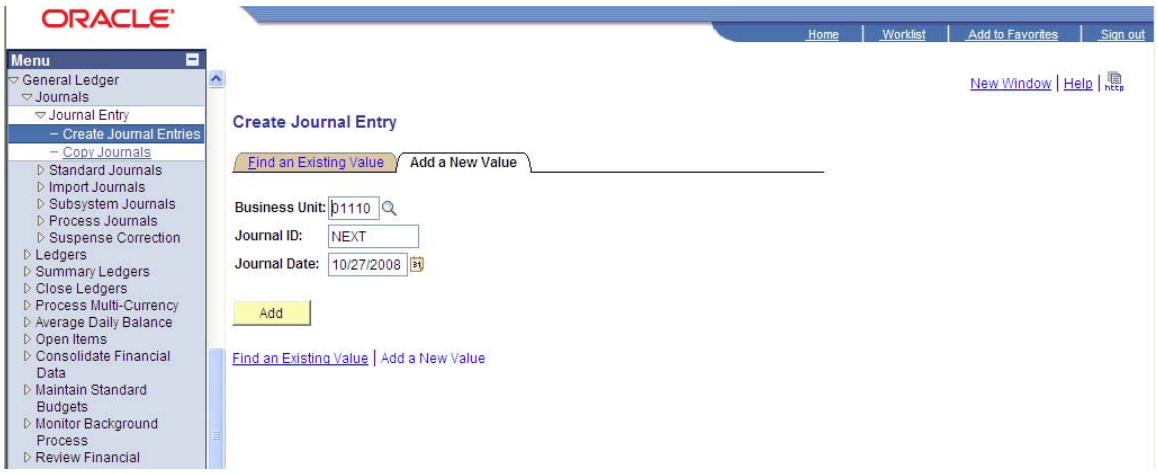
Follow specific controls in place in your department to edit, budget check and post this journal.

Enter a Journal (ONL) to Correct an Account is Completed.

Enter a Journal (ONL) to Correct a Chartfield other than Account

Possible situations when this function is used: To correct a fund, deptid, class, program or project/grant or any combination of these chartfields and an account that are used on any transaction with the exception of transactions originating in the Accounts Payable module. Transactions that originate in the Accounts Payable module must be corrected with a journal voucher in the Accounts Payable module.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

Enter Journal ID

- leave as NEXT **or**
- if you are correcting a previously entered Journal ID, it is recommended that you change the Journal ID to be the same as the one you are fixing **(Note: journal date must be different than the original journal)**

Enter Journal Date

- leave as current date **or**
- enter the appropriate journal date

Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY

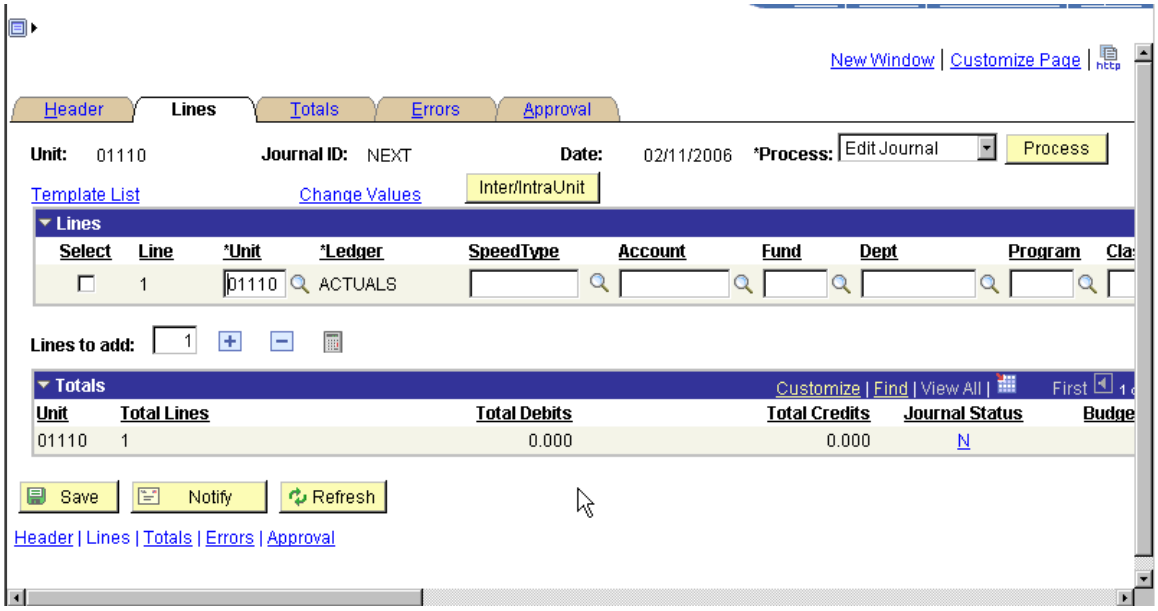
Click the ADD button

The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, and what the original transaction including A/P or A/R business unit and document id if applicable.

Click on the LINES Tab

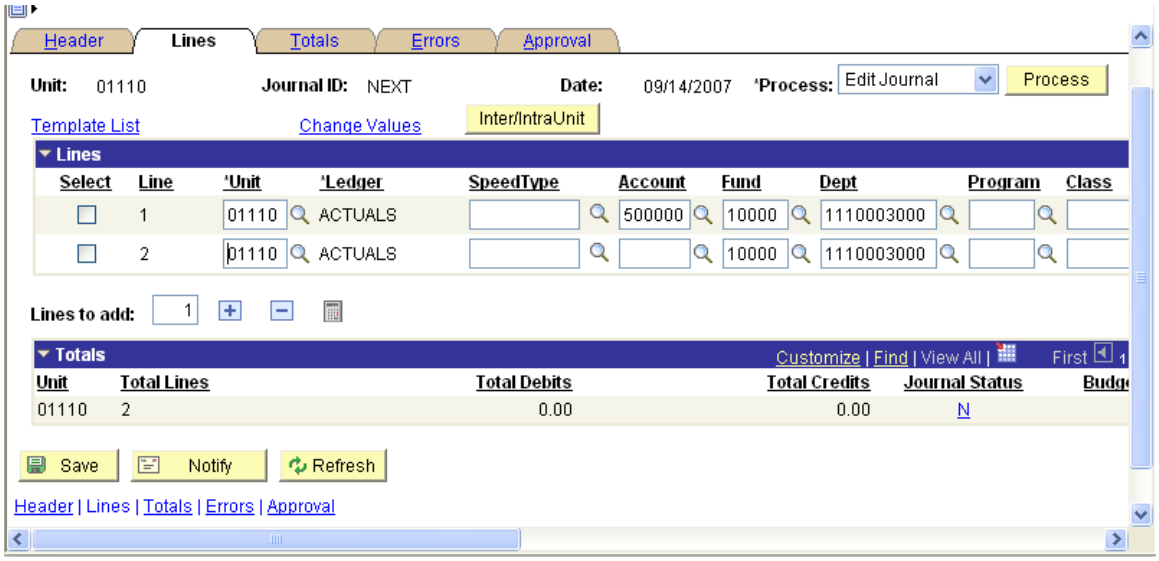


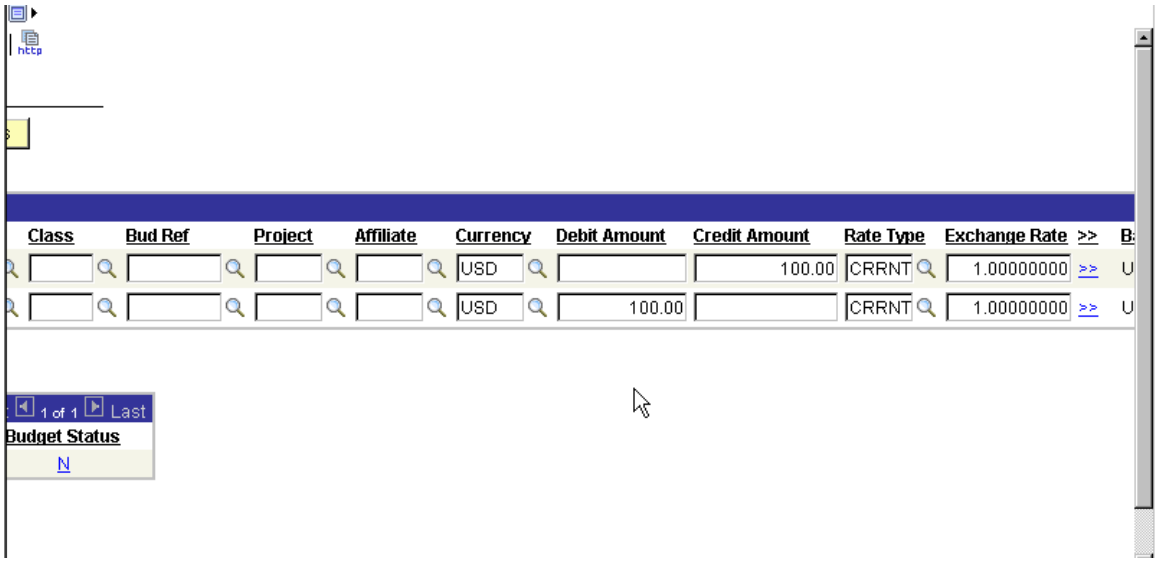
The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

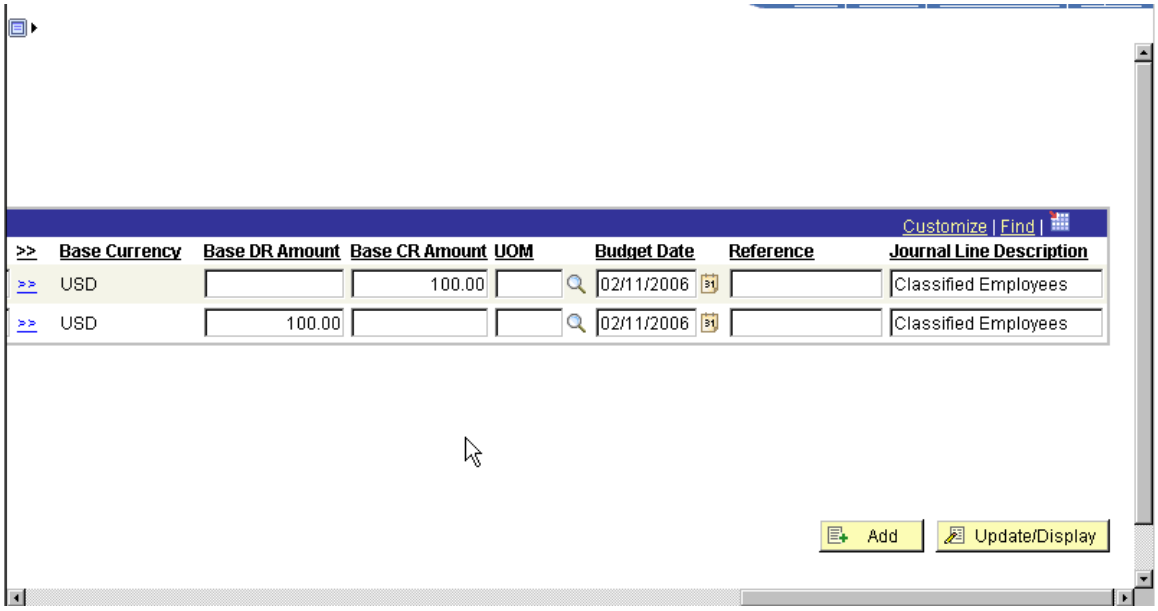
Under Lines; Line 1

- **Enter account** - enter account from original transaction that is being corrected
- **Enter Fund** – enter fund from original transaction that is being corrected
- **Enter Deptid** – enter deptid from original transaction that is being corrected
- **Enter Class** – enter class from original transaction that is being corrected
- **Enter Program** – enter program from original transaction that is being corrected
- **Enter Project/Grant** – enter project/grant from original transaction that is being corrected
- **Enter Debit Amount** – enter amount of correction here if amount on original transaction is a credit
- **Enter Credit Amount** – enter amount of correction here if amount on original transaction is a debit

Click the + sign next to the lines to add box


Header
Lines
Totals
Errors
Approval
Unit: 01110
Journal ID: NEXT
Date: 09/14/2007
*Process: Edit Journal
Process
Template List
Change Values
Inter/IntraUnit
Lines
Select
Line
*Unit
*Ledger
SpeedType
Account
Fund
Dept
Program
Class
1
01110
ACTUALS
500000
10000
1110003000
2
01110
ACTUALS
10000
1110003000
Lines to add: 1
Totals
Customize | Find | View All | First 1
Unit
Total Lines
Total Debits
Total Credits
Journal Status
Budge
01110
2
0.00
0.00
N
Save
Notify
Refresh
Header | Lines | Totals | Errors | Approval


Class
Bud Ref
Project
Affiliate
Currency
Debit Amount
Credit Amount
Rate Type
Exchange Rate
>>
USD
100.00
CRRNT
1.00000000
USD
100.00
CRRNT
1.00000000
1 of 1 Last
Budget Status
N

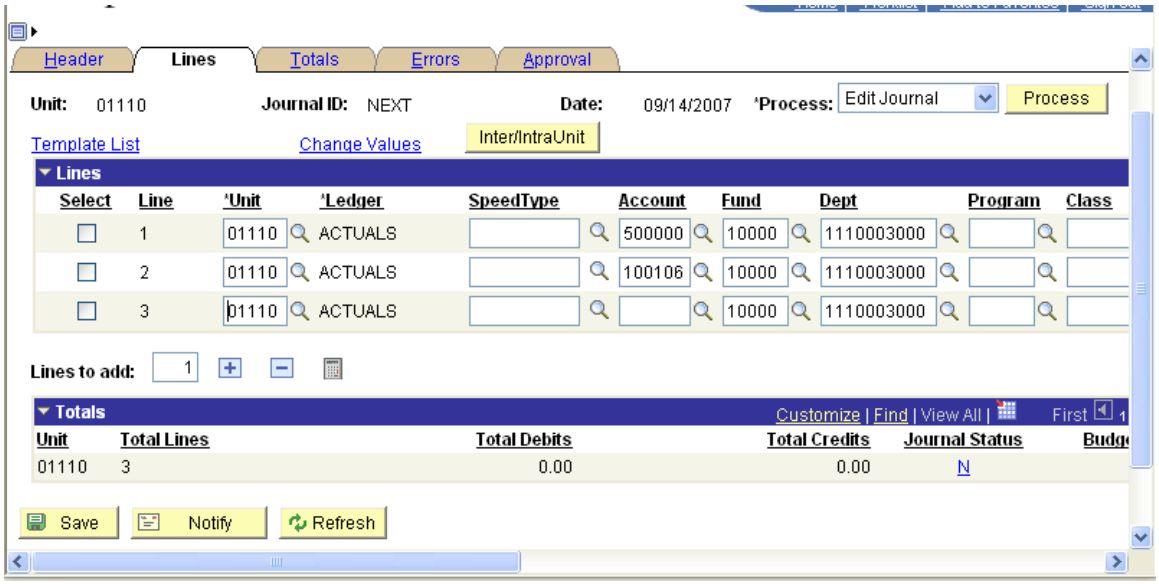


Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2.

Under Lines; Line 2

- **Enter account** - 100106
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

Click the + sign next to the lines to add box

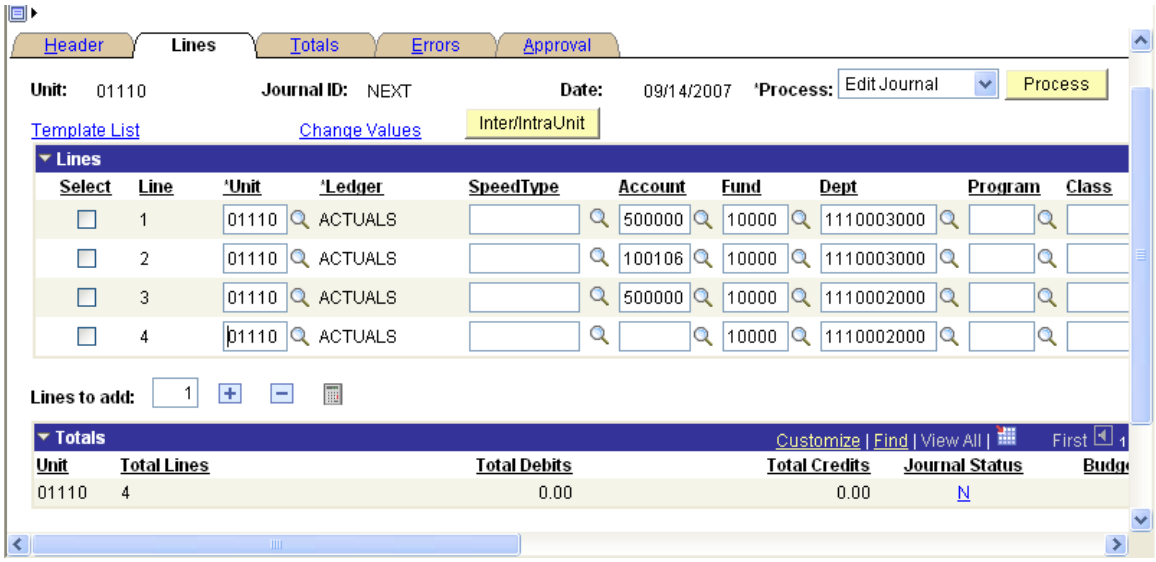


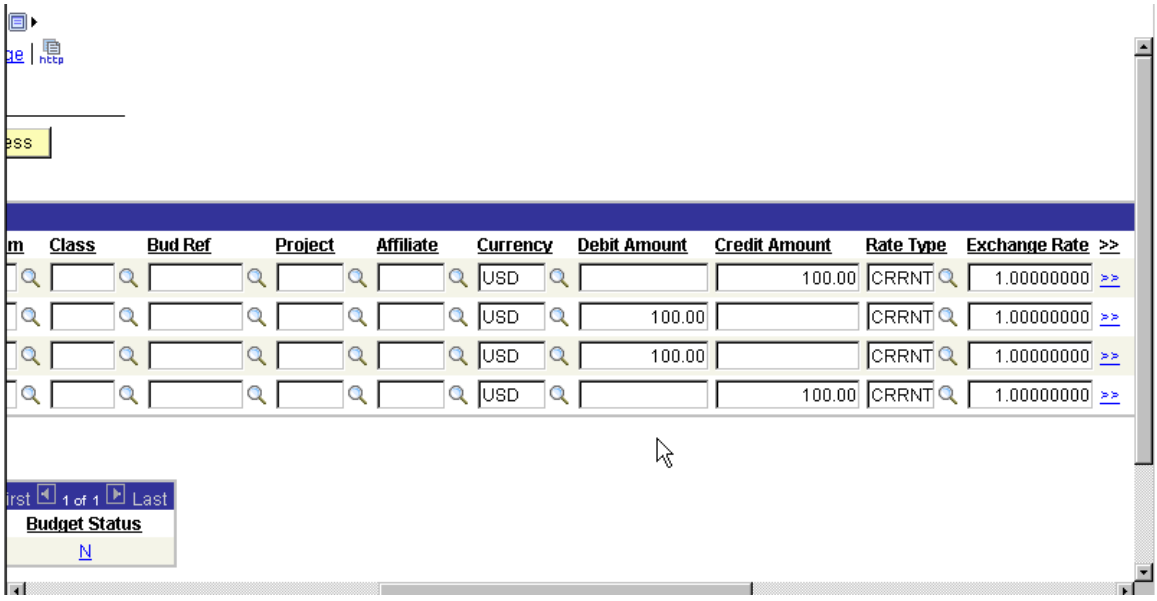
Line 3 is added. All chartfields from line 2 are defaulted in line 3 except account.

Under Lines; Line 3

- **Enter account** - If correcting the account, enter the new account you are changing the original transaction to, otherwise enter account from original transaction
- **Enter Fund** – If correcting fund, enter the new fund you are changing the original transaction to, otherwise leave as default from line 2
- **Enter Deptid** – If correcting deptid, enter the new deptid you are changing the original transaction to, otherwise leave as default from line 2
- **Enter Class** – If correcting class, enter the new class you are changing the original transaction to, otherwise leave as default from line 2
- **Enter Program** – If correcting program, enter the new program you are changing the original transaction to, otherwise leave as default from line 2
- **Enter Project/Grant** – If correcting project/grant, enter the new project/grant you are changing the original transaction to, otherwise leave as default from line 2
- **Enter Debit Amount** – enter amount of correction here if amount on original transaction is a debit
- **Enter Credit Amount** – enter amount of correction here if amount on original transaction is a credit

Click the + sign next to the lines to add box





Line 4 is added. All chartfields from line 3 are defaulted in line 4 except account. The amount in line 4 defaults to balance the journal.

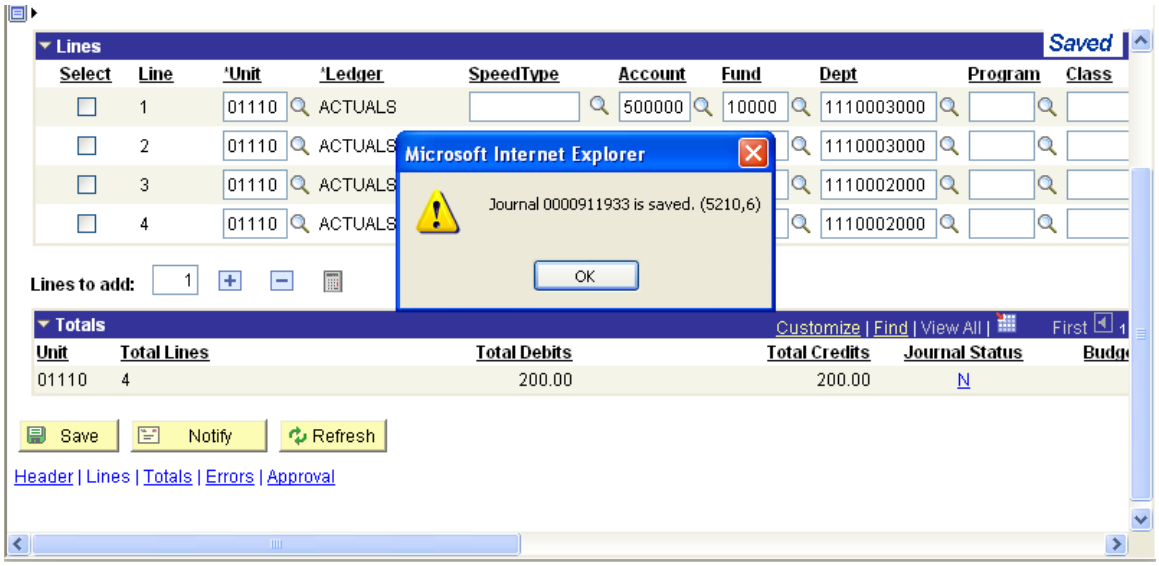
Under Lines; Line 4

- **Enter account** - 100106
- **Enter Fund** – leave as default from line 3
- **Enter Deptid** – leave as default from line 3
- **Enter Class** – leave as default from line 3
- **Enter Program** – leave as default from line 3

- **Enter Project/Grant** – leave as default from line 3
- **Enter Debit Amount** – leave as default, which balances the journal

Enter Credit Amount – leave as default, which balances the journal

Click the Save button



Journal entry has been saved. A Journal ID has been assigned if the journal ID was NEXT when added.

Click OK

Follow specific controls in your department for editing, budget checking and posting the journal.

Enter a Journal (ONL) to Correct a Chartfield other than Account is Complete.

Enter an Initiating Grant Transfer Journal Entry (TSF)

Situation when this function is used: One business unit (sending) furnishes funds to another business unit (receiving) with no expectation of reimbursement or services provided, except as required by the terms of a grant agreement if applicable. Your department is initiating the transfer.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

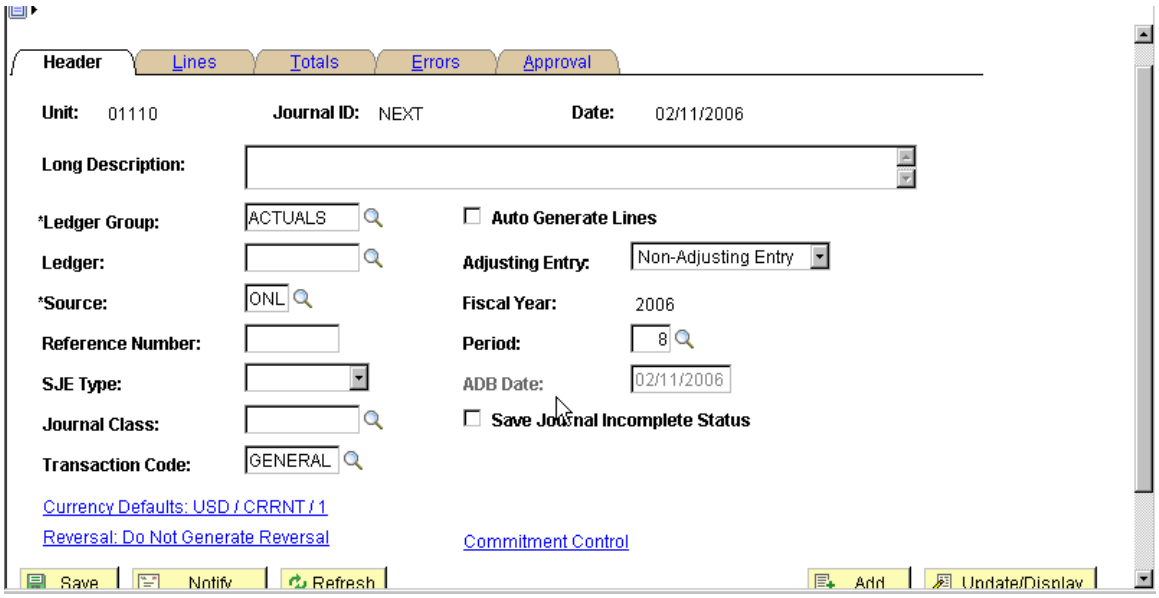
Enter Journal ID

- leave as NEXT

Enter Journal Date

- leave as current date **or**
- enter the appropriate journal date

Click the ADD button



The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

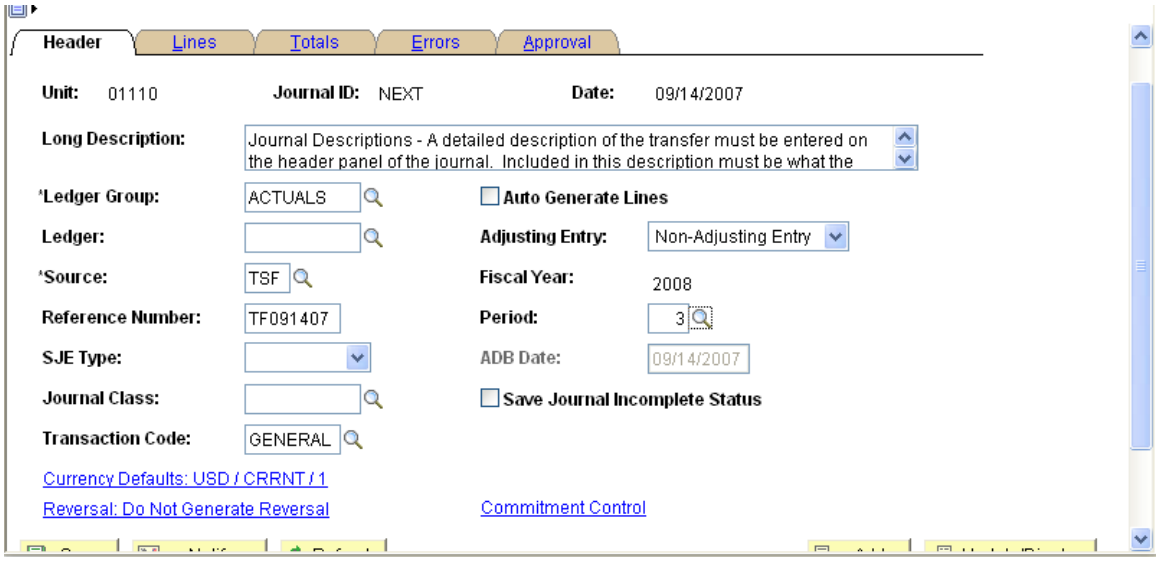
Change the Source to TSF

Enter a Reference Number

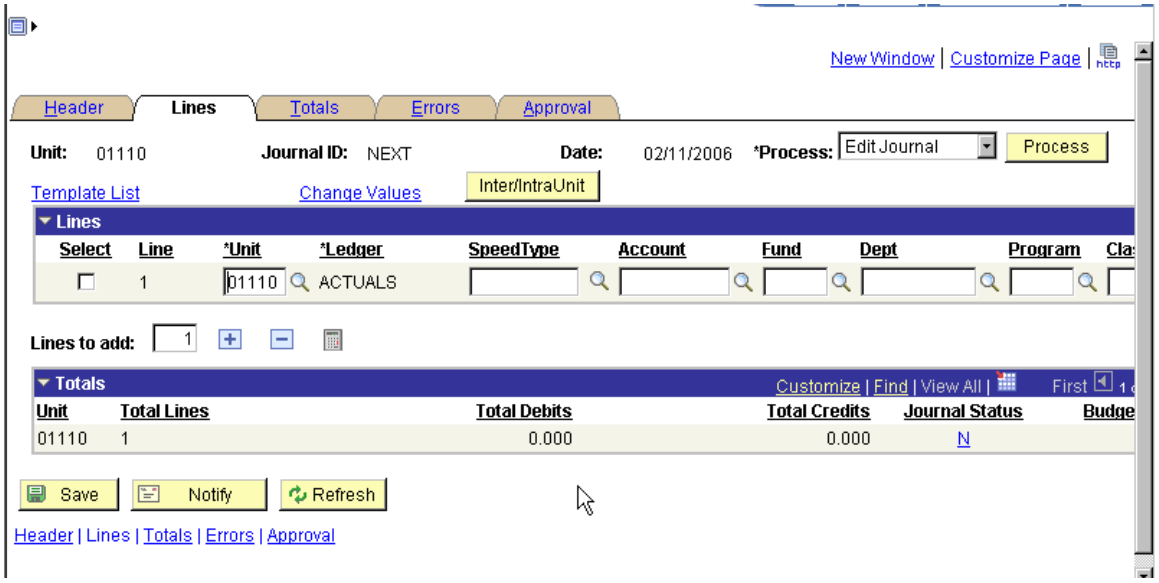
- TF followed by the date in format MMDDYY

Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY



Click on the LINES Tab



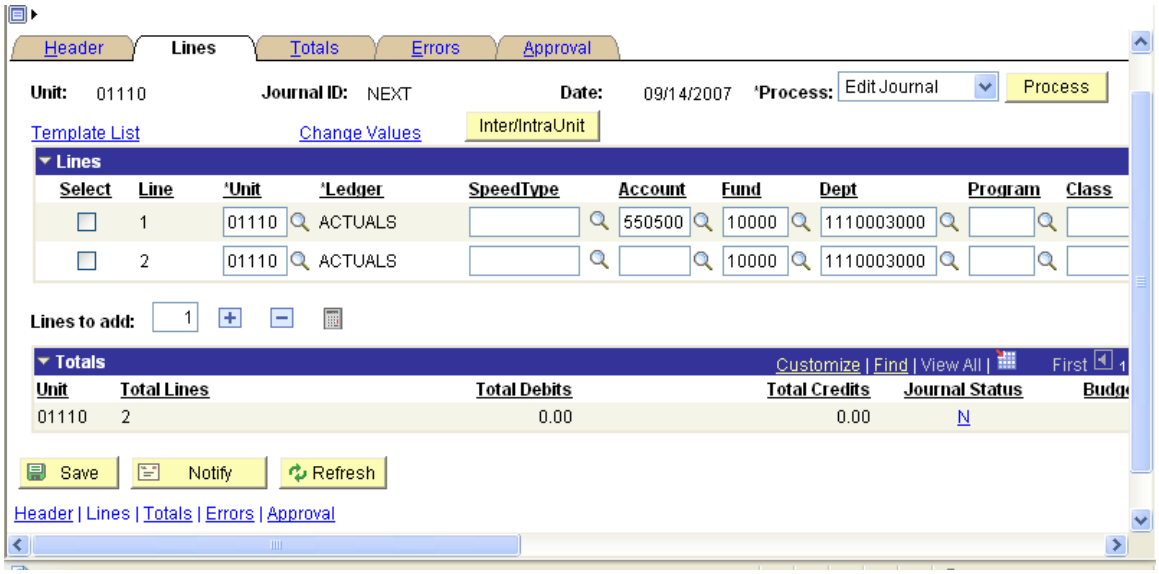
The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

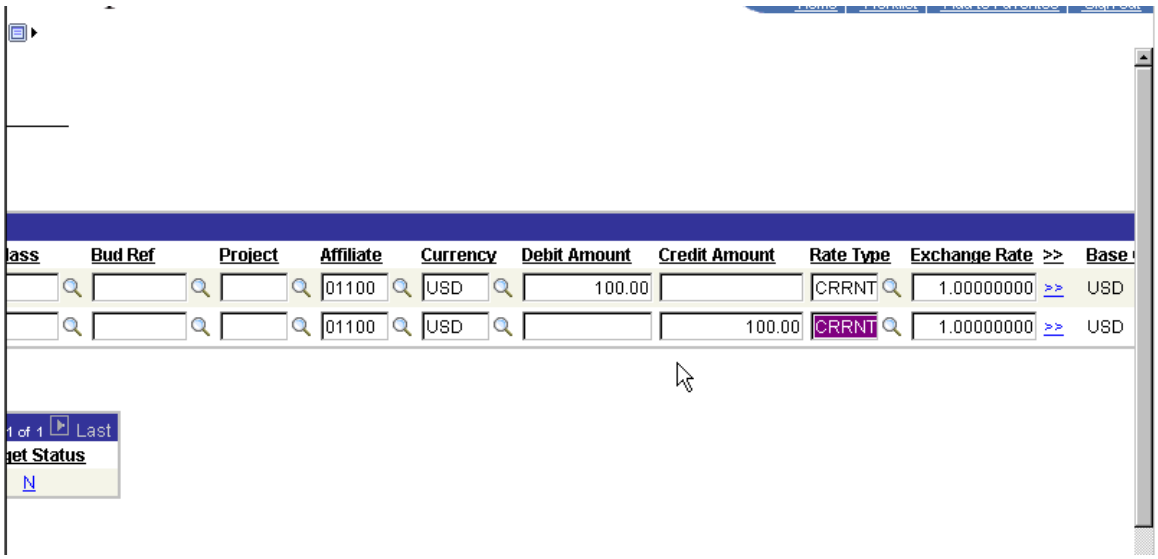
Under Lines; Line 1

- **Enter account** - If you are the receiver use account 495000, If you are the sender use the appropriate grant expenditure account
- **Enter Fund** – If you are the receiver use fund 21500, If you are the sender use the appropriate fund for payment of the grant
- **Enter Deptid** – Enter the appropriate deptid
- **Enter Class** – Enter the appropriate class

- **Enter Program** – Enter the appropriate program
- **Enter Project/Grant** – Enter the appropriate project/grant
- **Enter Affiliate** – Enter Business Unit of department that you are receiving from or sending to
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of grant here
- **Enter Credit Amount** – If you are the receiver enter amount of the grant here, if you are the sender leave blank

Click the + sign next to the Lines to add box



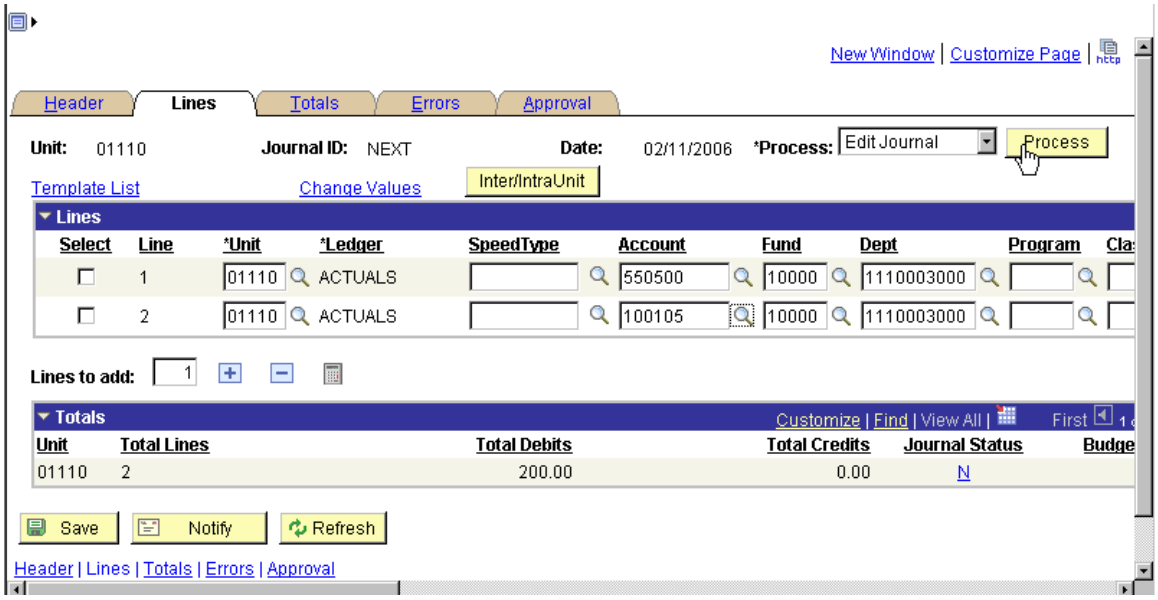


Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

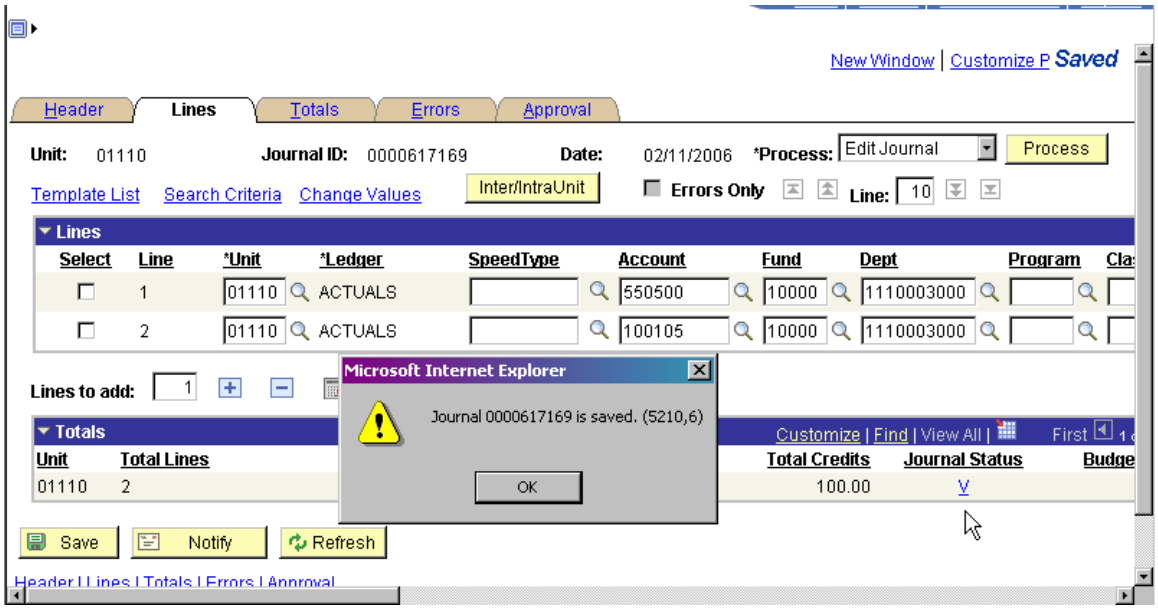
Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** – leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

Next to Process choose Edit Journal



Click the Process Button



Journal entry has been saved and edited. A Journal ID has been assigned and the Journal Status is V.

Click OK

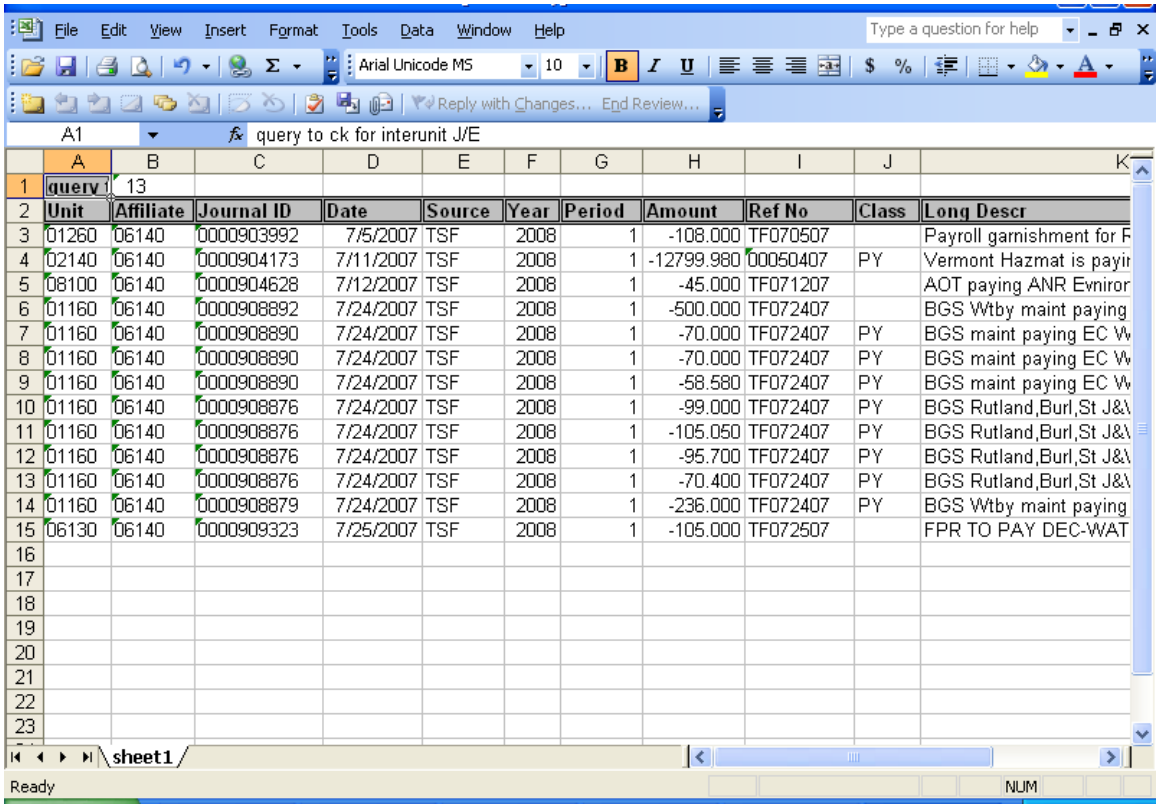
The journal entry is ready to be picked up by the other department on the VT_BU_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match them and budget check and post them.

Enter an Initiating Grant Transfer Journal Entry (TSF)

Enter a Responding Grant Transfer Journal Entry (TSF)

Situation when this function is used: One business unit (sending) furnishes funds to another business unit (receiving) with no expectation of reimbursement or services provided, except as required by the terms of a grant agreement if applicable. Your business unit has run the VT_BU_TRANSFER Query and notice that the other business unit has initiated the transfer.

An example of the VT_BU_TRANSFER Query results are shown below. You can find information on how to run this query in this manual.



File Edit View Insert Format Tools Data Window Help — Type a question for help

Arial Unicode MS 10

Reply with Changes... End Review...

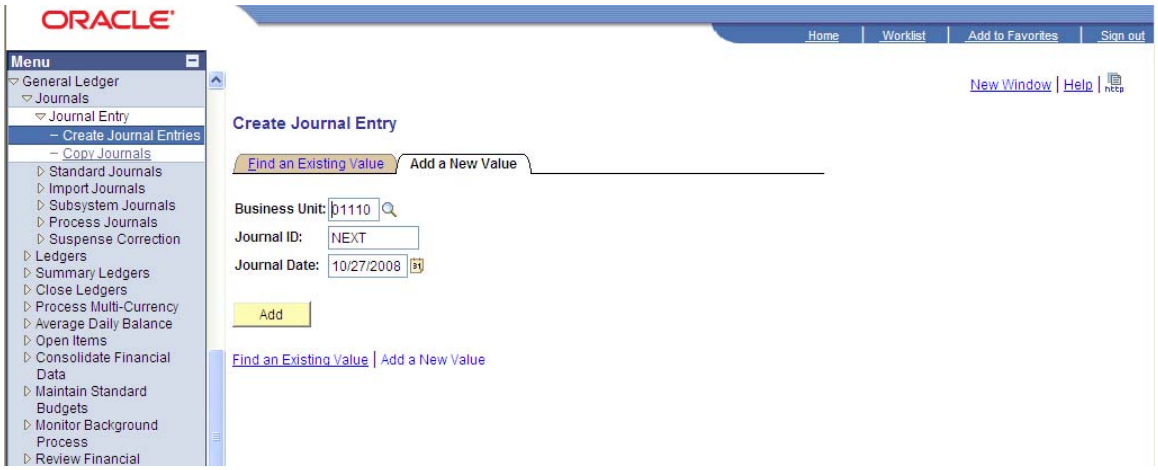
A1 — query to ck for interunit J/E

	A	B	C	D	E	F	G	H	I	J	K
1	query1	13									
2	Unit	Affiliate	Journal ID	Date	Source	Year	Period	Amount	Ref No	Class	Long Descr
3	01260	06140	0000903992	7/5/2007	TSF	2008	1	-108.000	TF070507		Payroll garnishment for F
4	02140	06140	0000904173	7/11/2007	TSF	2008	1	-12799.980	00050407	PY	Vermont Hazmat is payir
5	08100	06140	0000904628	7/12/2007	TSF	2008	1	-45.000	TF071207		AOT paying ANR Evniror
6	01160	06140	0000908892	7/24/2007	TSF	2008	1	-500.000	TF072407		BGS Wtby maint paying
7	01160	06140	0000908890	7/24/2007	TSF	2008	1	-70.000	TF072407	PY	BGS maint paying EC W
8	01160	06140	0000908890	7/24/2007	TSF	2008	1	-70.000	TF072407	PY	BGS maint paying EC W
9	01160	06140	0000908890	7/24/2007	TSF	2008	1	-58.580	TF072407	PY	BGS maint paying EC W
10	01160	06140	0000908876	7/24/2007	TSF	2008	1	-99.000	TF072407	PY	BGS Rutland,Burl,St J&\
11	01160	06140	0000908876	7/24/2007	TSF	2008	1	-105.050	TF072407	PY	BGS Rutland,Burl,St J&\
12	01160	06140	0000908876	7/24/2007	TSF	2008	1	-95.700	TF072407	PY	BGS Rutland,Burl,St J&\
13	01160	06140	0000908876	7/24/2007	TSF	2008	1	-70.400	TF072407	PY	BGS Rutland,Burl,St J&\
14	01160	06140	0000908879	7/24/2007	TSF	2008	1	-236.000	TF072407	PY	BGS Wtby maint paying
15	06130	06140	0000909323	7/25/2007	TSF	2008	1	-105.000	TF072507		FPR TO PAY DEC-WAT
16											
17											
18											
19											
20											
21											
22											
23											

sheet1

Ready NUM

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

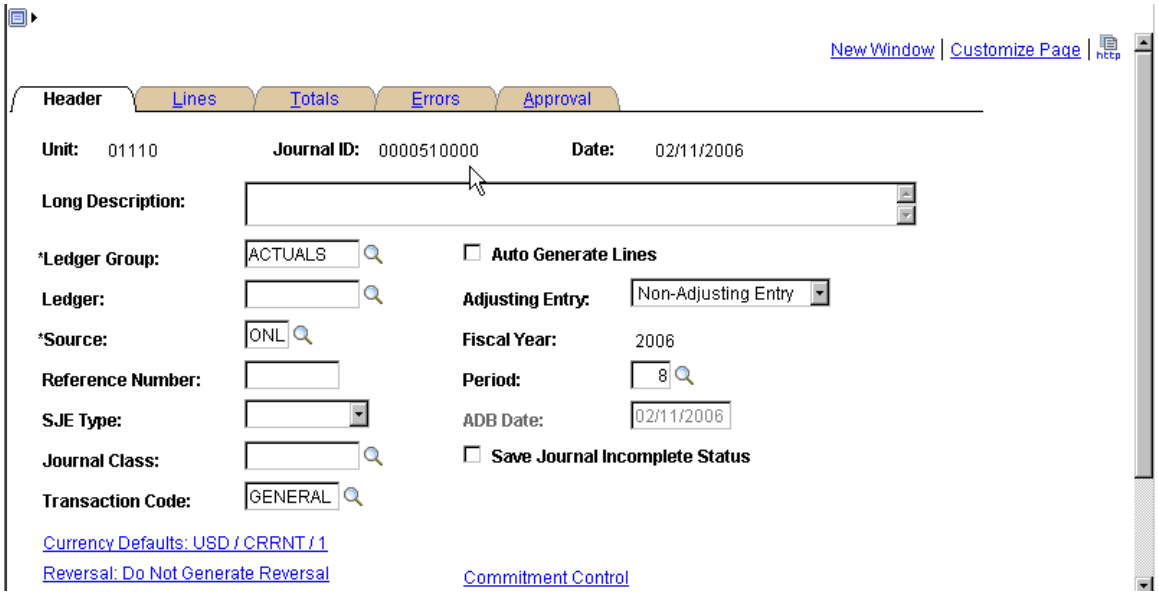
Enter Journal ID

- Enter the Journal ID from the VT_BU_TRANSFER Query

Enter Journal Date

- Enter the Journal Date from the VT_BU_TRANSFER Query

Click the ADD button



The Header Page loads with the journal ID entered. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. Save Journal Incomplete Status defaults as unchecked.

Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

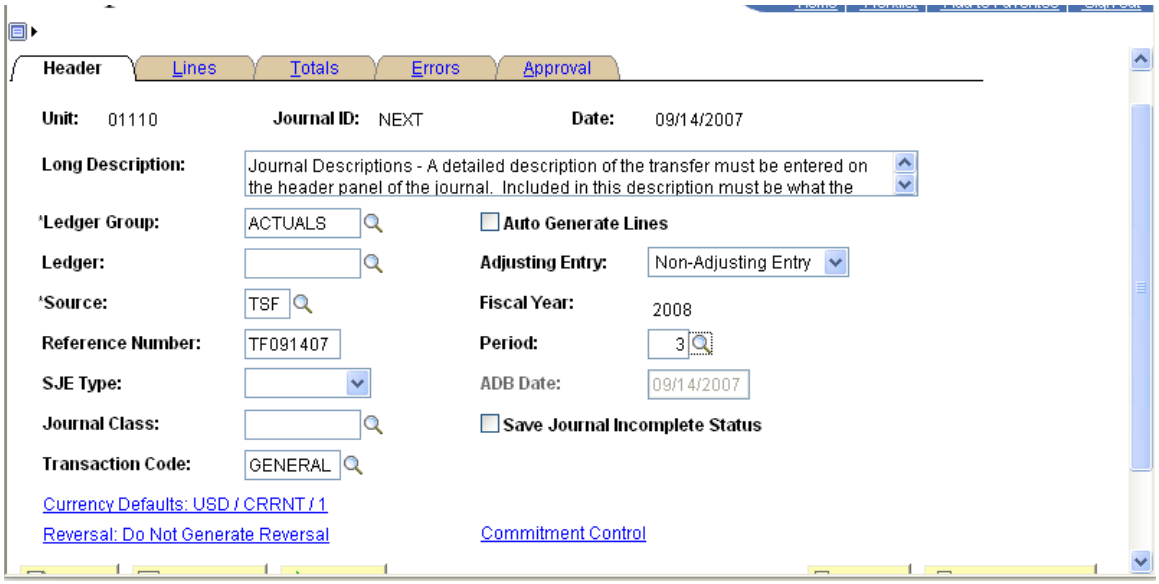
Change the Source to TSF

Enter a Reference Number

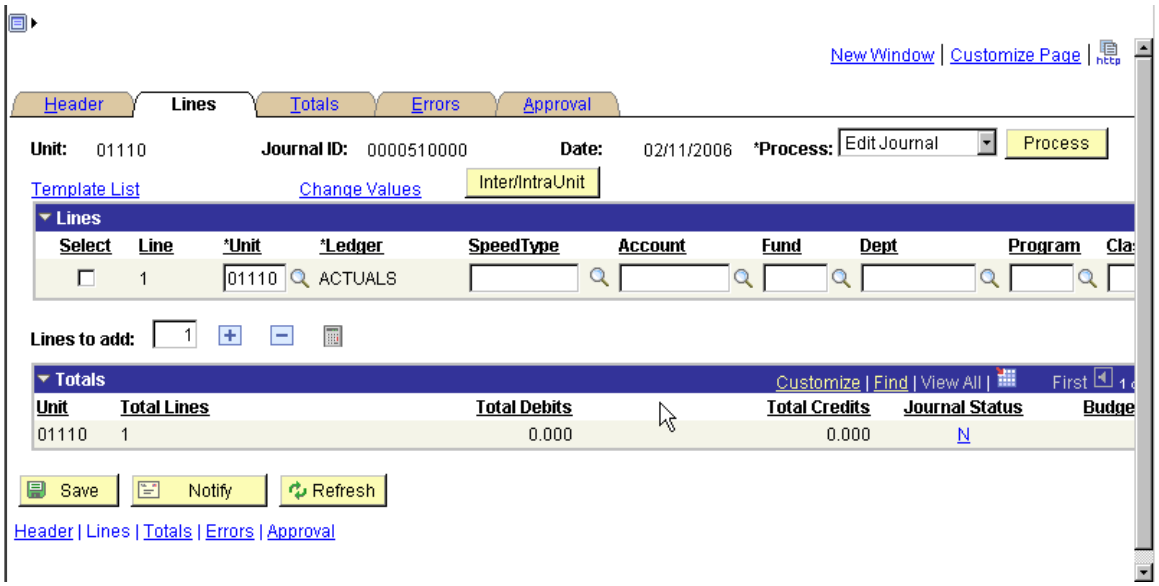
- Enter the Reference Number from the VT_BU_TRANSFER Query

Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY



Click on the LINES Tab



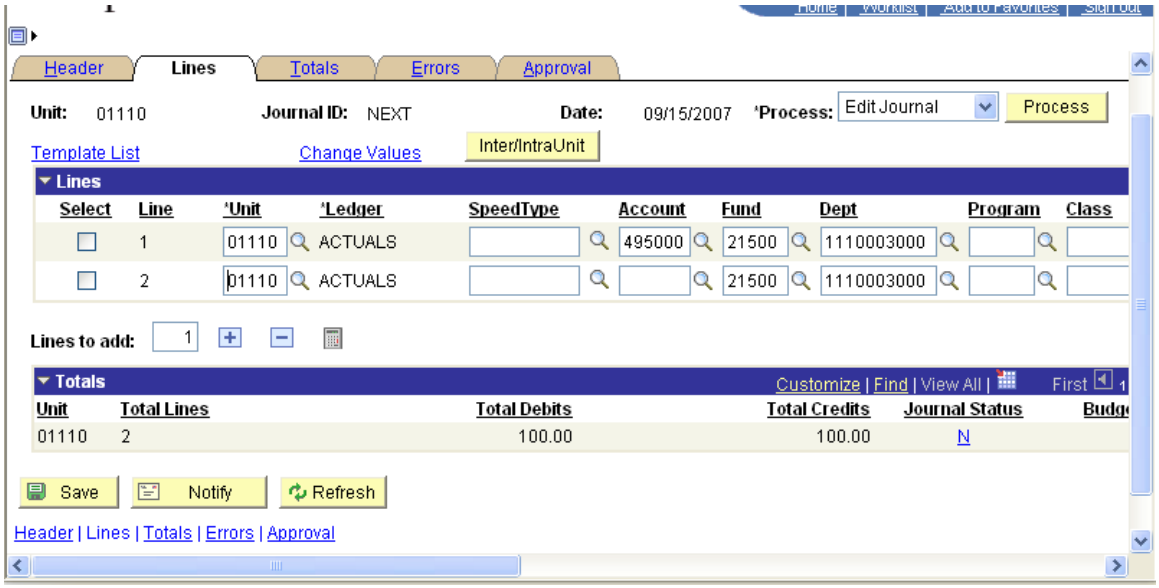
The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

Under Lines; Line 1

- **Enter account** - If you are the receiver use account 495000, If you are the sender use the appropriate grant expenditure account
- **Enter Fund** – If you are the receiver use fund 21500, If you are the sender use the appropriate fund for payment of the grant
- **Enter Deptid** – Enter the appropriate deptid

- **Enter Class** – Enter the appropriate class
- **Enter Program** – Enter the appropriate program
- **Enter Project/Grant** – Enter the appropriate project/grant
- **Enter Affiliate** – Enter Business Unit of department from the VT_BU_TRANSFER Query
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of grant here
- **Enter Credit Amount** – If you are the receiver enter amount of the grant here, if you are the sender leave blank

Click the + sign next to the lines to add box

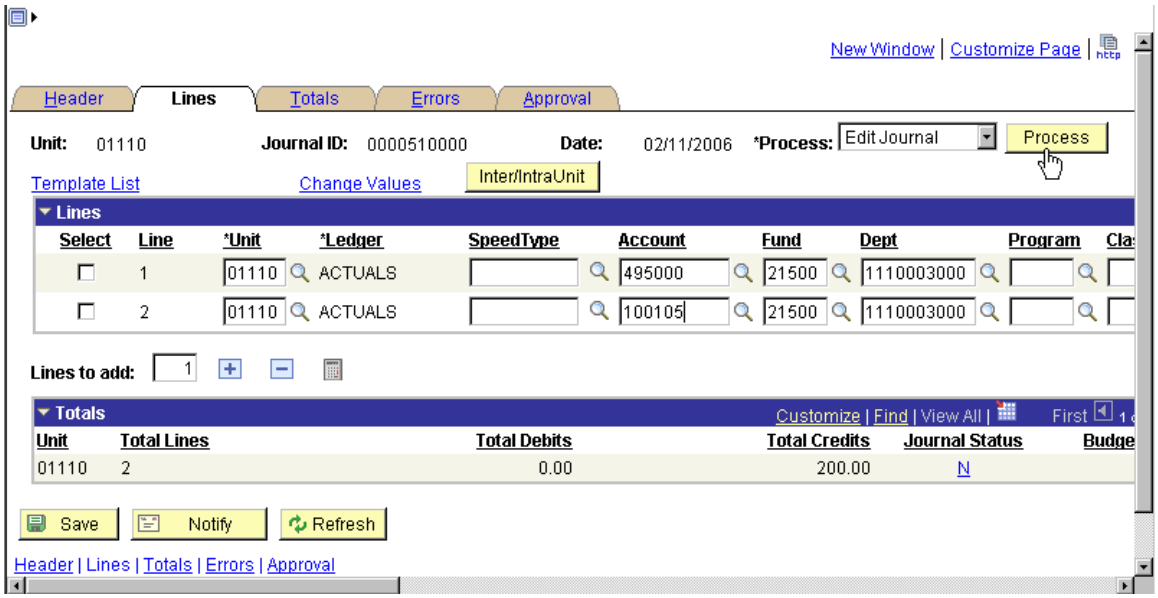


Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

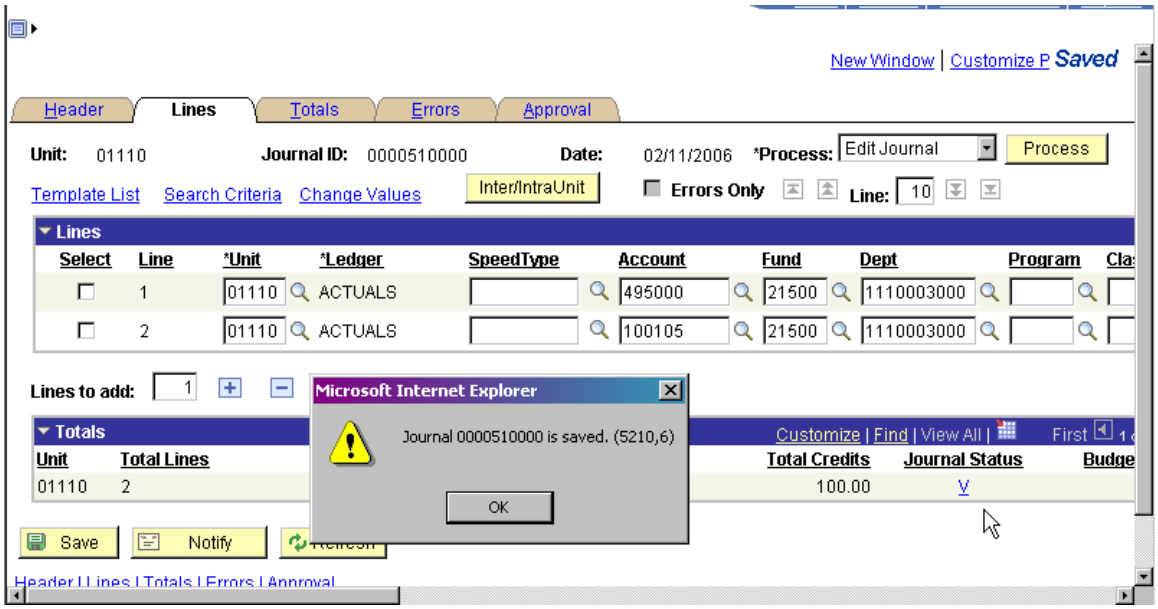
Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** - leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

Next to Process: use drop down and choose Edit Journal



Click the Process Button



Journal entry has been saved and edited.

The Journal Status is V.

Click OK

The journal entry is ready to be picked up by Financial Operations and matched to the other department's journal. Both will be budget checked and posted by Financial Operations.

Enter a Responding Grant Transfer Journal Entry (TSF)

Enter an Initiating Non-Budgeted Reimbursement Transfer Journal Entry (TSF)

Situation when this function is used: One business unit (sending) reimburses another business unit (receiving) for costs incurred by paying a bill on their behalf. **(Also known as a refund of expenditure.)** If one business unit is reimbursing another business unit for an employee's salary expenses, then both the sending and receiving business units must use the same salary expense accounts.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

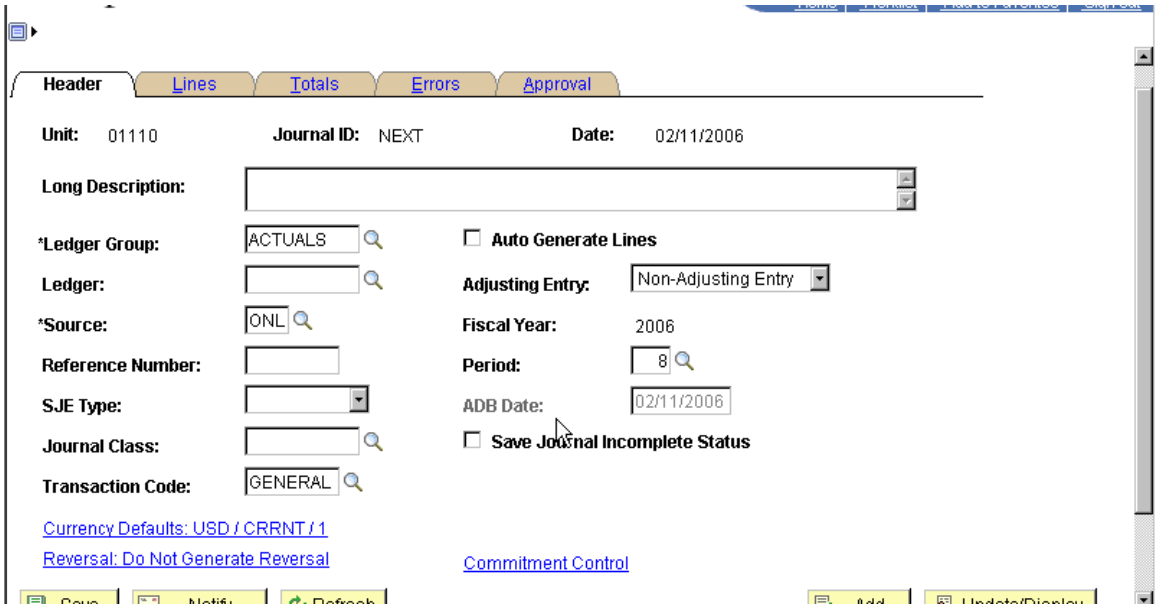
Enter Journal ID

- leave as NEXT

Enter Journal Date

- leave as current date **or**
- enter the appropriate journal date

Click the ADD button



The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

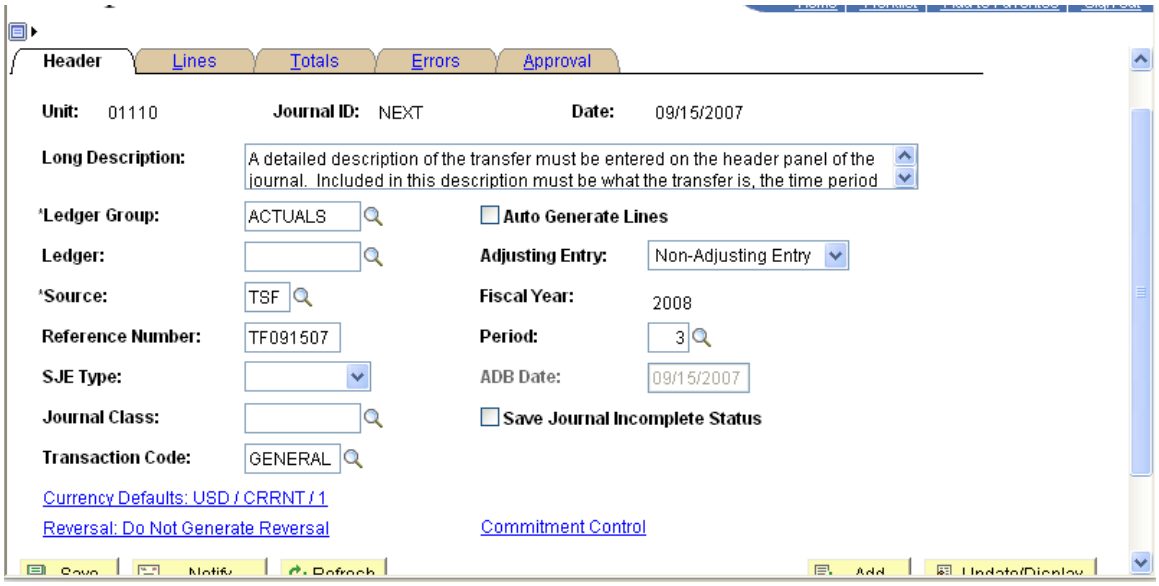
Change the Source to TSF

Enter a Reference Number

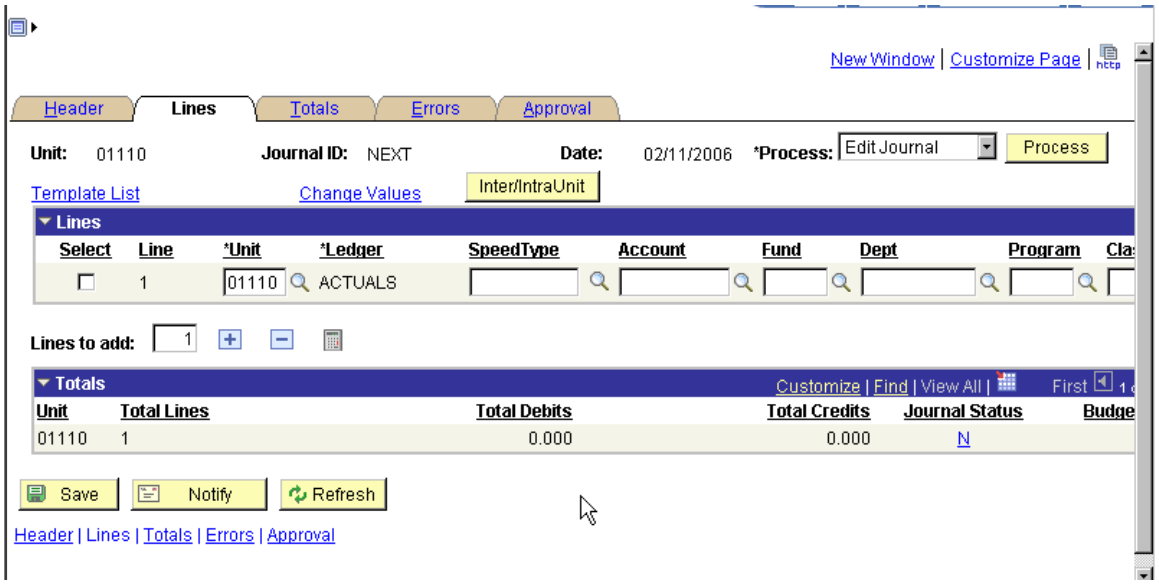
- TF followed by the date in format MMDDYY

Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY



Click on the LINES Tab



The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

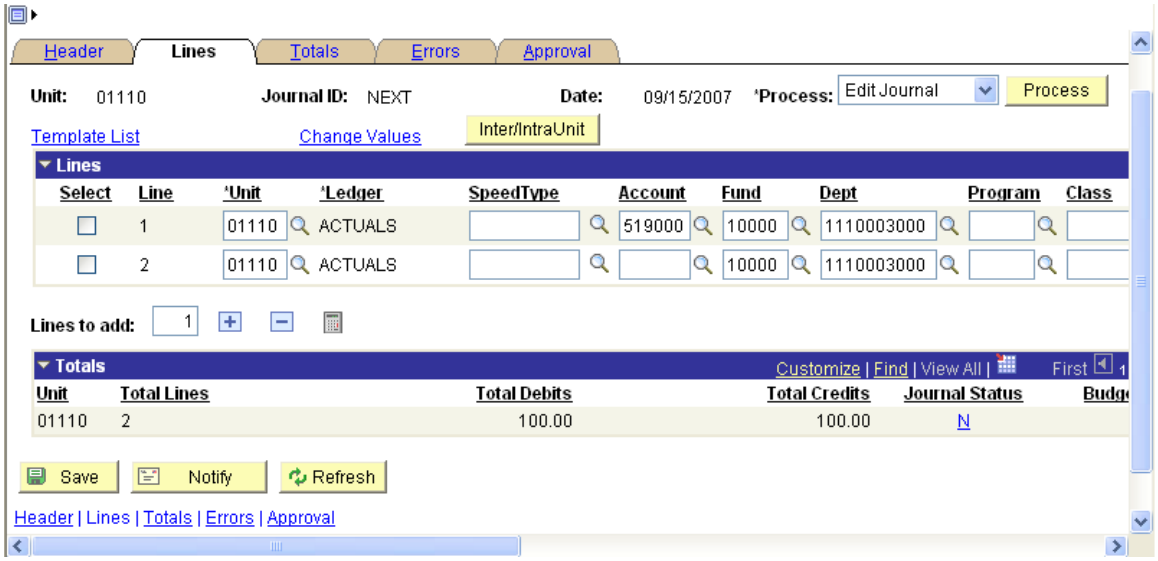
Under Lines; Line 1

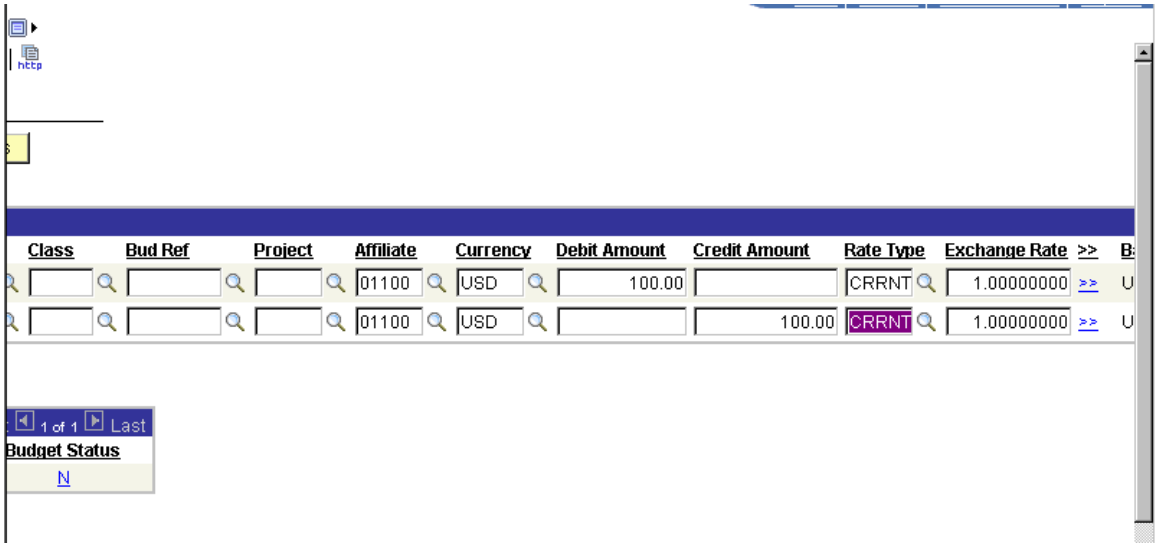
- **Enter account** - If you are the receiver use the account that was used on the original payment of the bill. If it is a prior year refund of expenditure (PY), see VISION Procedure #7 for information on what

account to use. If you are the sender use the appropriate expenditure account.

- **Enter Fund** – If you are the receiver use the fund that was used on the original payment of the bill, If you are the sender use the appropriate fund for the expenditure
- **Enter Deptid** – If you are the receiver use the deptid that was used on the original payment of the bill, If you are the sender use the appropriate deptid for the expenditure
- **Enter Class** – If you are the receiver use the class that was used on the original payment of the bill, If you are the sender use the appropriate class for the expenditure
- **Enter Program** – If you are the receiver use the program that was used on the original payment of the bill, If you are the sender use the appropriate program for the expenditure
- **Enter Project/Grant** – If you are the receiver use the project/grant that was used on the original payment of the bill, If you are the sender use the appropriate project/grant for the expenditure
- **Enter Affiliate** – Enter Business Unit of department that you are receiving from or sending to
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of reimbursement here
- **Enter Credit Amount** – If you are the receiver enter amount of the reimbursement here, if you are the sender leave blank

Click the + sign next to lines to add box



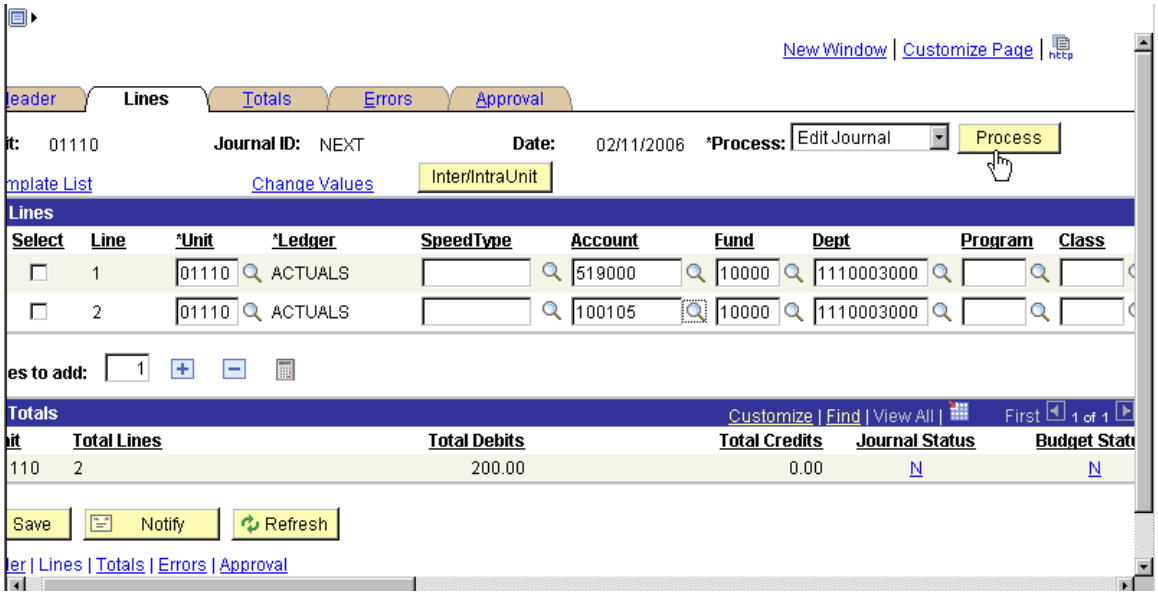


Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

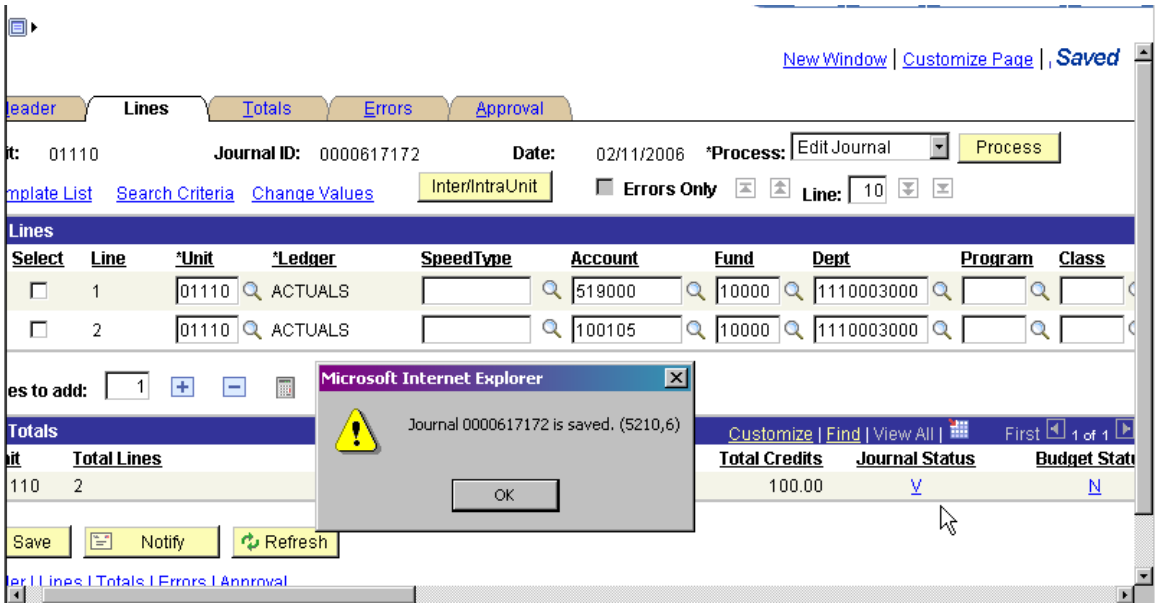
Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** - leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

Next to Process choose Edit Journal



Click the Process Button



Journal entry has been saved and edited. A Journal ID has been assigned and the Journal status is V.

Click OK

The journal entry is ready to be picked up by the other department on the VT_BU_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match them and budget check and post them.

Enter an Initiating Non-Budgeted Reimbursement Transfer Journal Entry (TSF) is Complete

Enter a Responding Non-Budgeted Reimbursement Transfer Journal Entry (TSF)

Situation when this function is used: One business unit (sending) reimburses another business unit (receiving) for costs incurred by paying a bill on their behalf. Your department has run the VT_BU_TRANSFER Query and notice that the other department has initiated the transfer.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

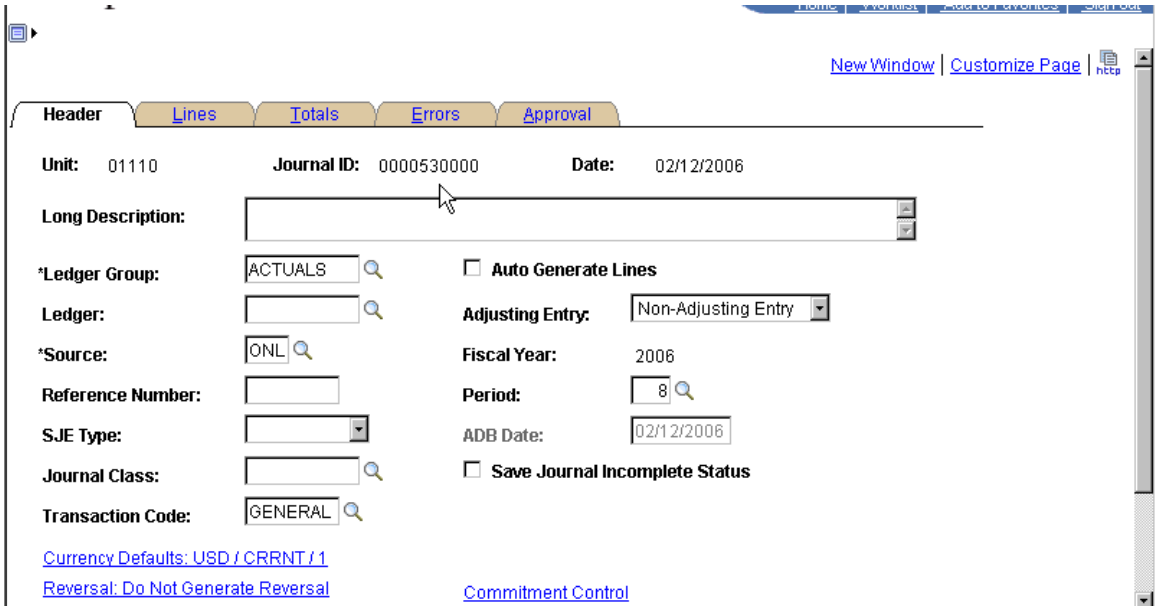
Enter Journal ID

- Enter the journal ID from the VT_BU_TRANSFER Query

Enter Journal Date

- enter the journal date from the VT_BU_TRANSFER Query

Click the ADD button



The Header Page loads with the journal ID entered. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

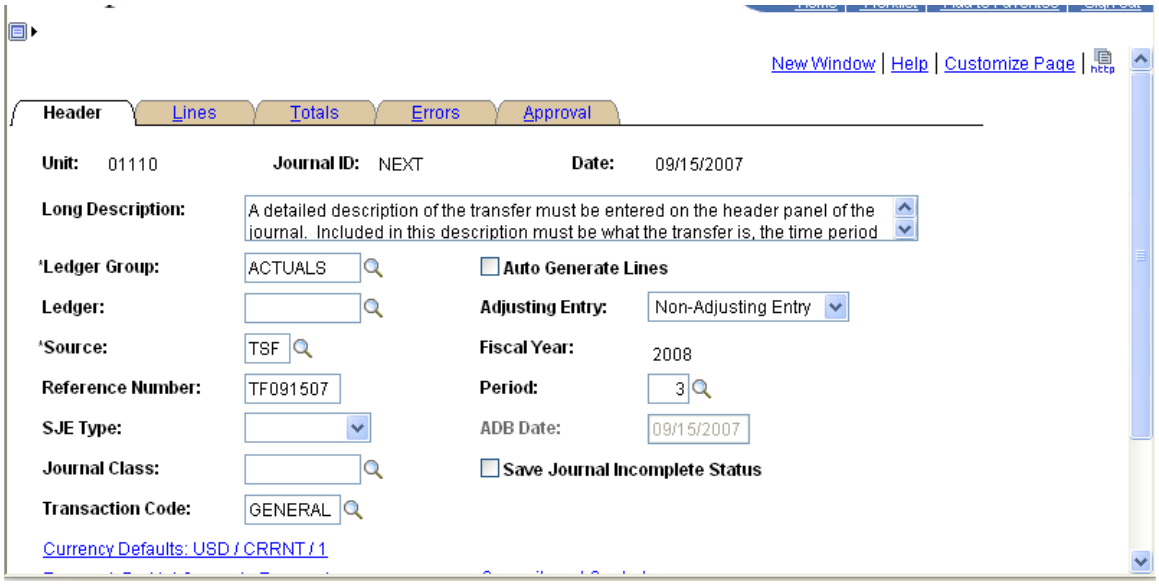
Change the Source to TSF

Enter a Reference Number

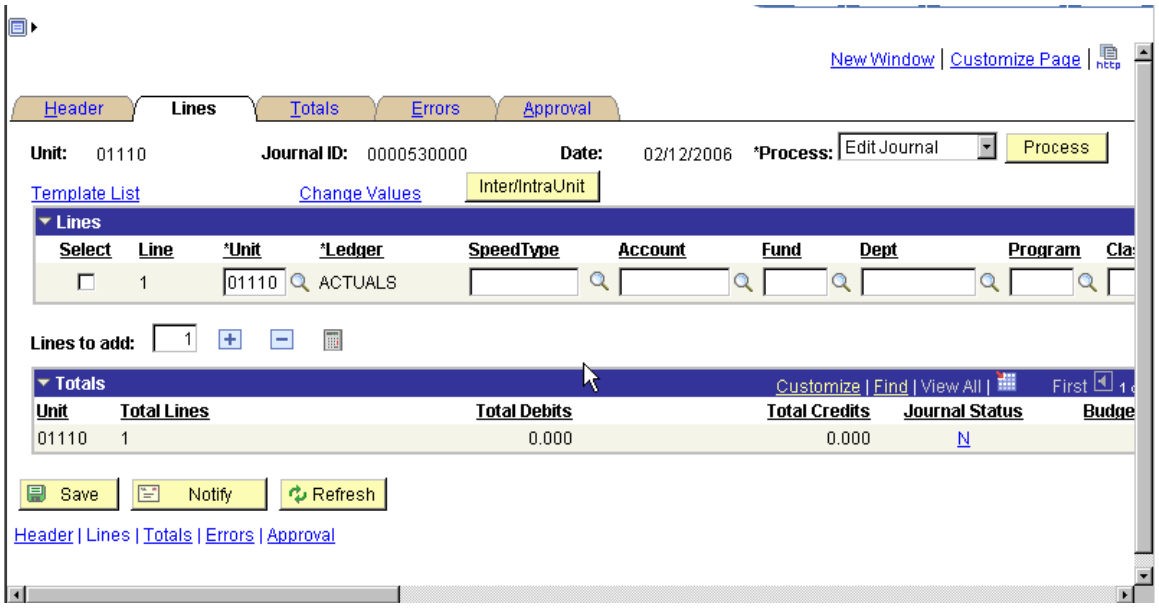
- Enter the Reference Number from the VT_BU_TRANSFER Query

Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY



Click on the LINES Tab



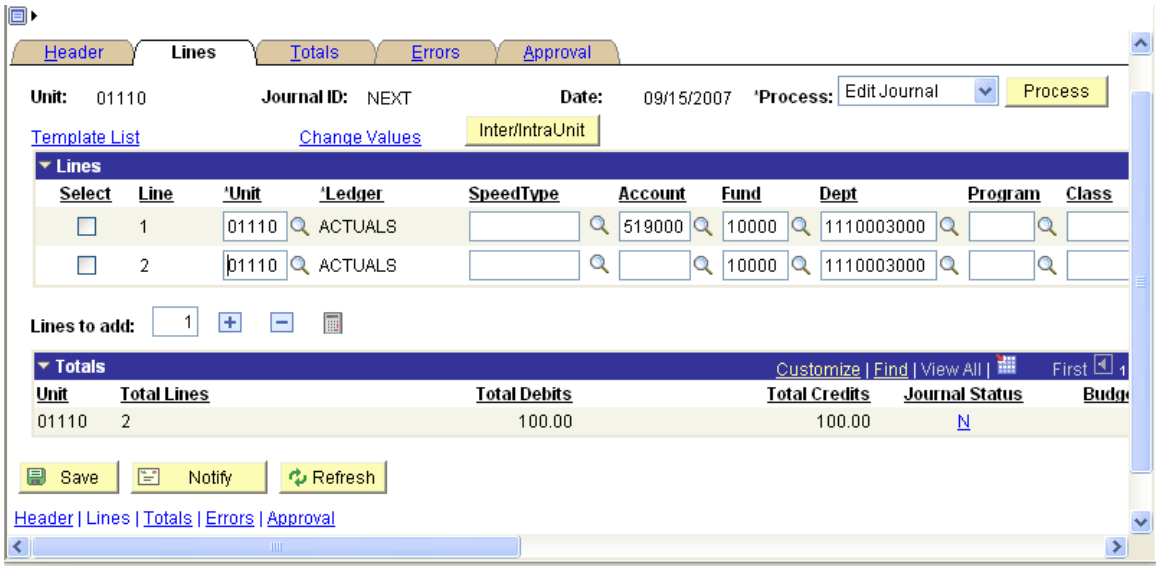
The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

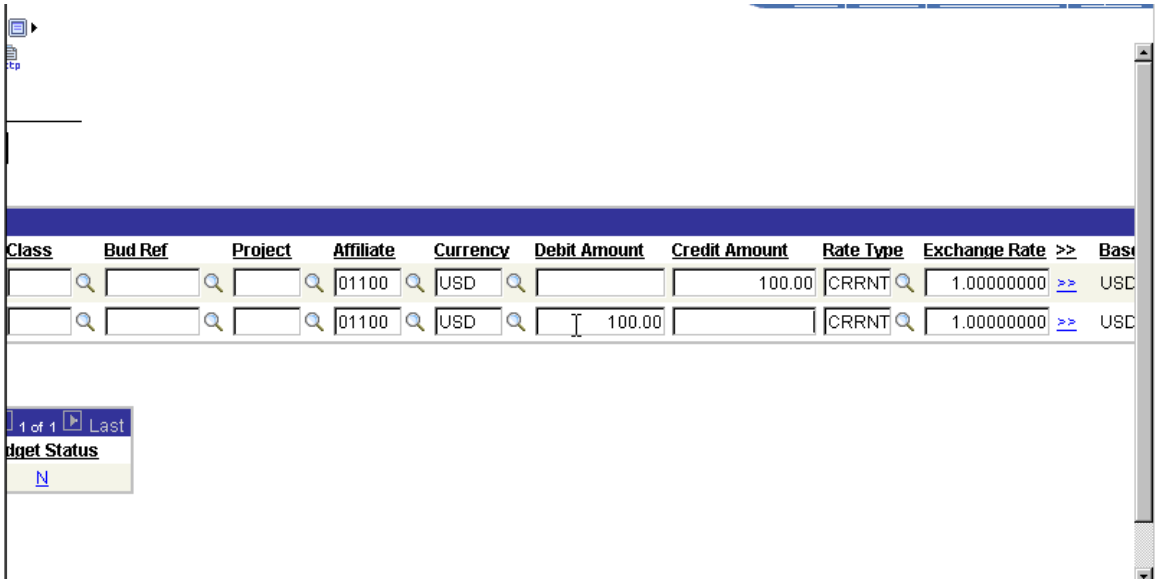
Under Lines; Line 1

- **Enter account** - If you are the receiver use the account that was used on the original payment of the bill, If you are the sender use the appropriate expenditure account

- **Enter Fund** – If you are the receiver use the fund that was used on the original payment of the bill, If you are the sender use the appropriate fund for the expenditure
- **Enter Deptid** – If you are the receiver use the deptid that was used on the original payment of the bill, If you are the sender use the appropriate deptid for the expenditure
- **Enter Class** – If you are the receiver use the class that was used on the original payment of the bill, If you are the sender use the appropriate class for the expenditure
- **Enter Program** – If you are the receiver use the program that was used on the original payment of the bill, If you are the sender use the appropriate program for the expenditure
- **Enter Project/Grant** – If you are the receiver use the project/grant that was used on the original payment of the bill, If you are the sender use the appropriate project/grant for the expenditure
- **Enter Affiliate** – Enter Business Unit of department from the VT_BU_TRANSFER Query
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of reimbursement here
- **Enter Credit Amount** – If you are the receiver enter amount of the reimbursement here, if you are the sender leave blank

Click the + sign next to the lines to add box



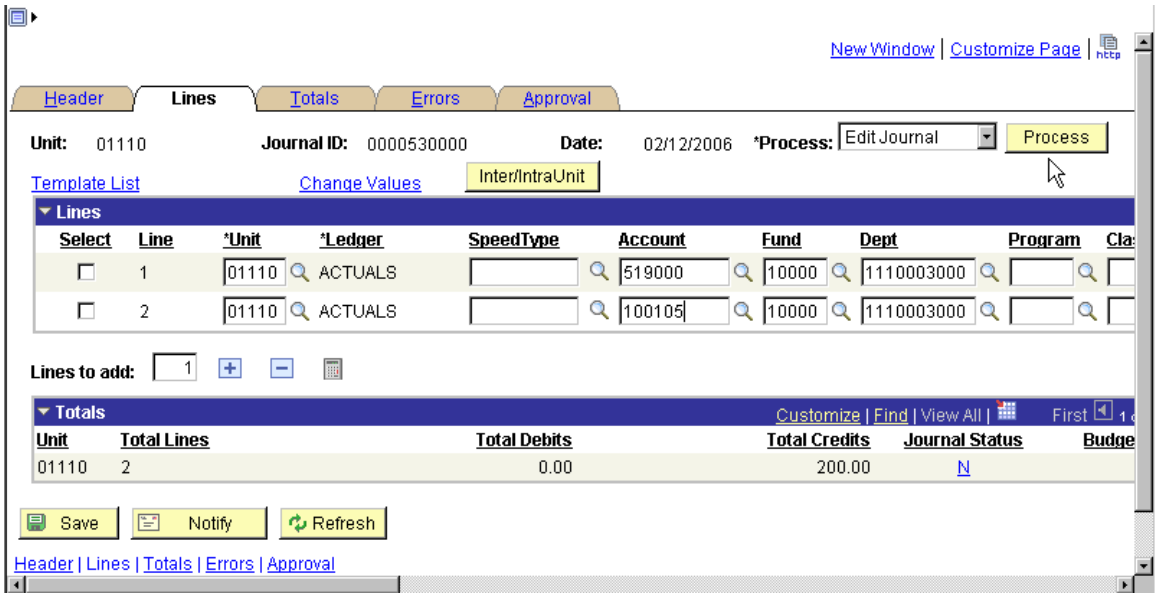


Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

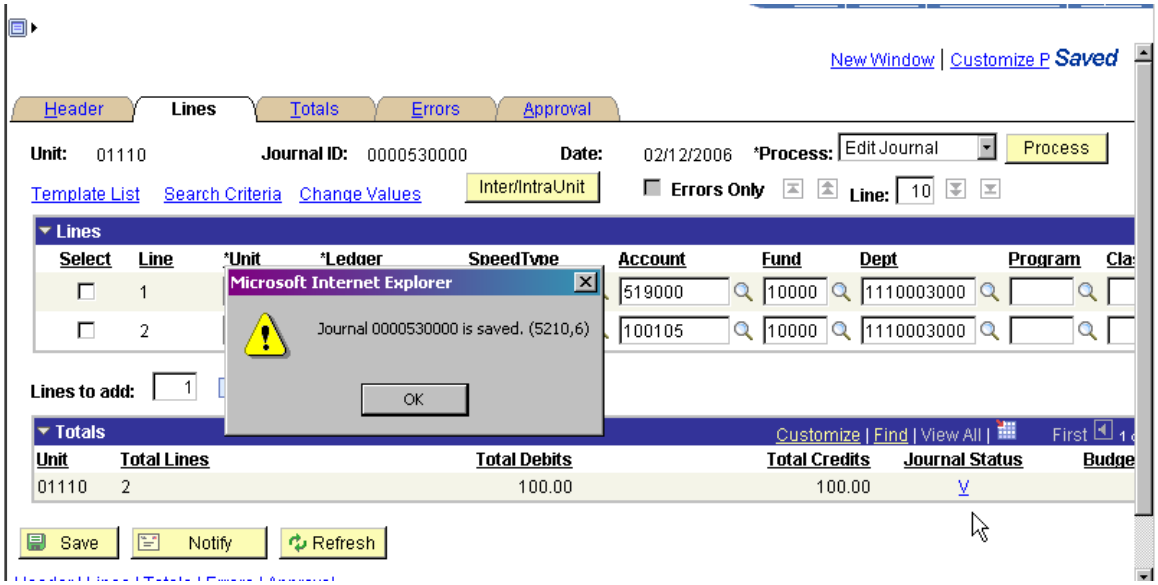
Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** - leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

Next to Process choose Edit Journal



Click the Process Button



Journal entry has been saved and edited. Journal Status is V.

Click OK

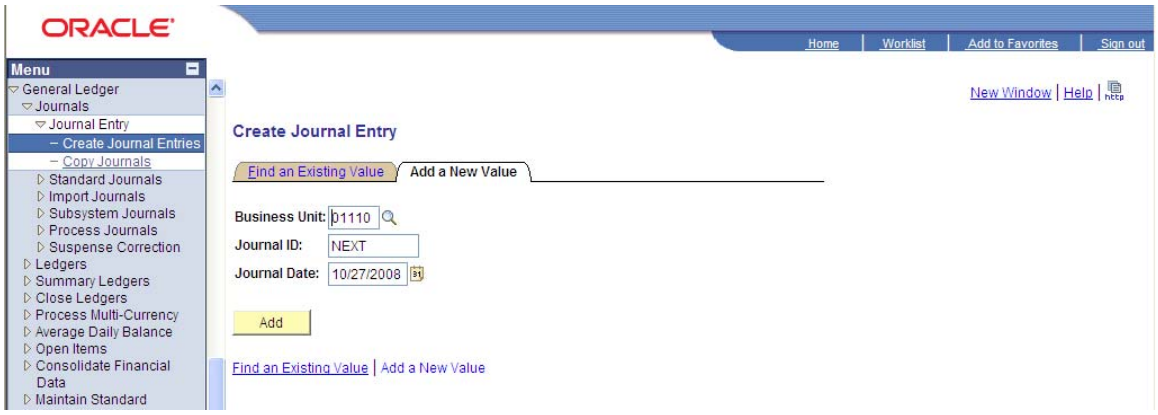
The journal entry is ready to be picked up by Financial Operations and matched to the other department's journal. Both will be budget checked and posted by Financial Operations.

Enter a Responding Non-Budgeted Reimbursement Transfer Journal Entry (TSF) is Complete.

Enter an Initiating Budgeted Reimbursement Transfer Journal Entry (TSF)

Situation when this function is used: One business unit (sending) furnishes funds to another business unit (receiving) with the expectation of receiving some service in return. The business unit providing the service is not in the business of providing this service for sale to other departments. Your department is initiating the transfer.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

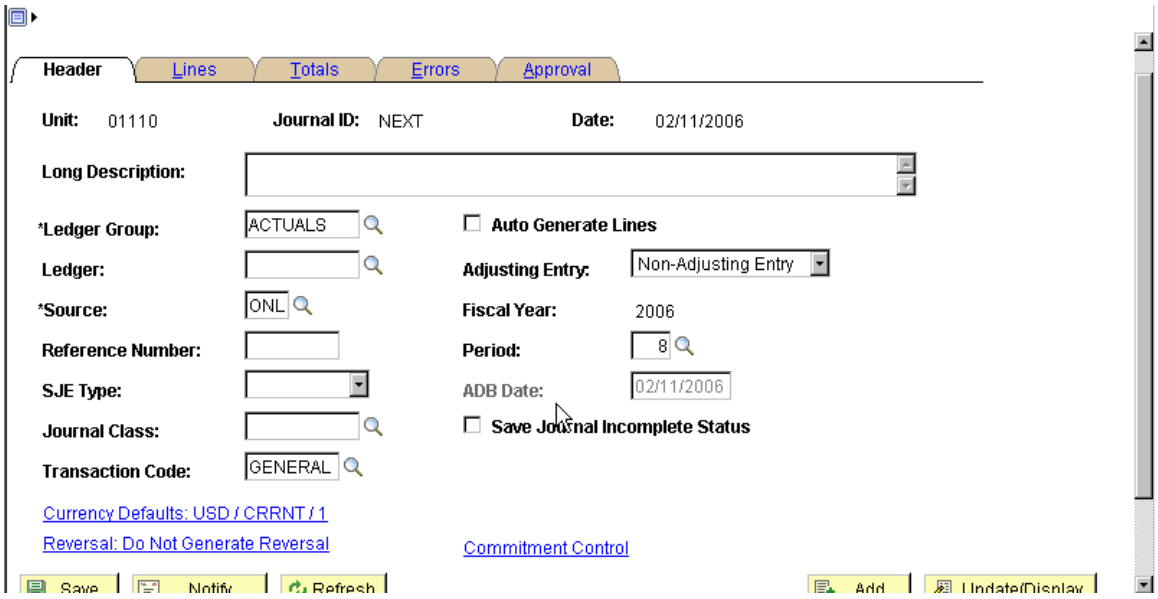
Enter Journal ID

- leave as NEXT

Enter Journal Date

- leave as current date **or**
- enter the appropriate journal date

Click the ADD button



The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

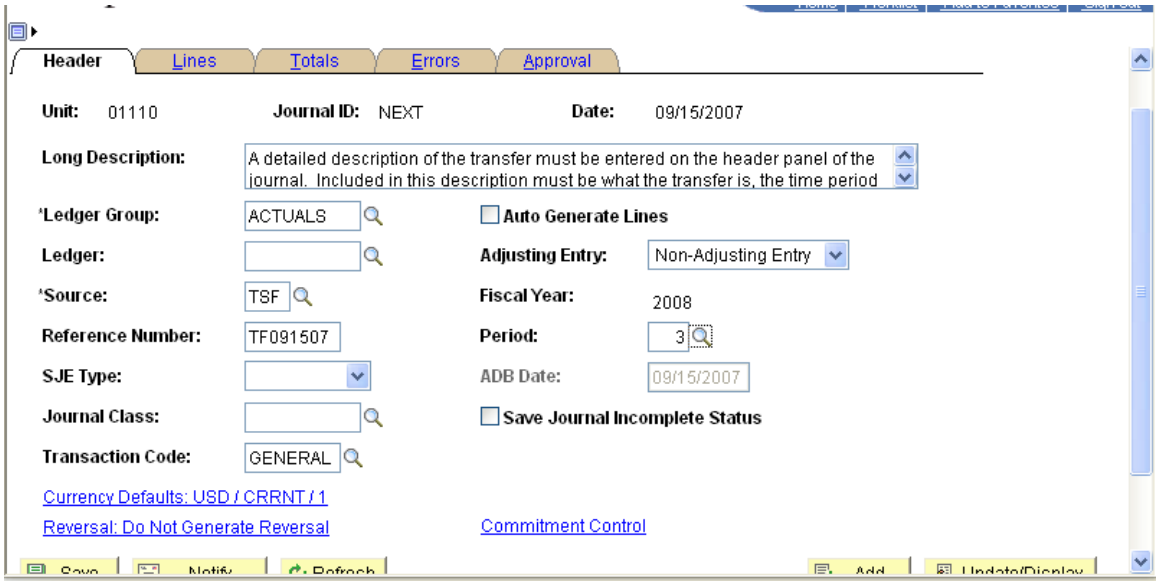
Change the Source to TSF

Enter a Reference Number

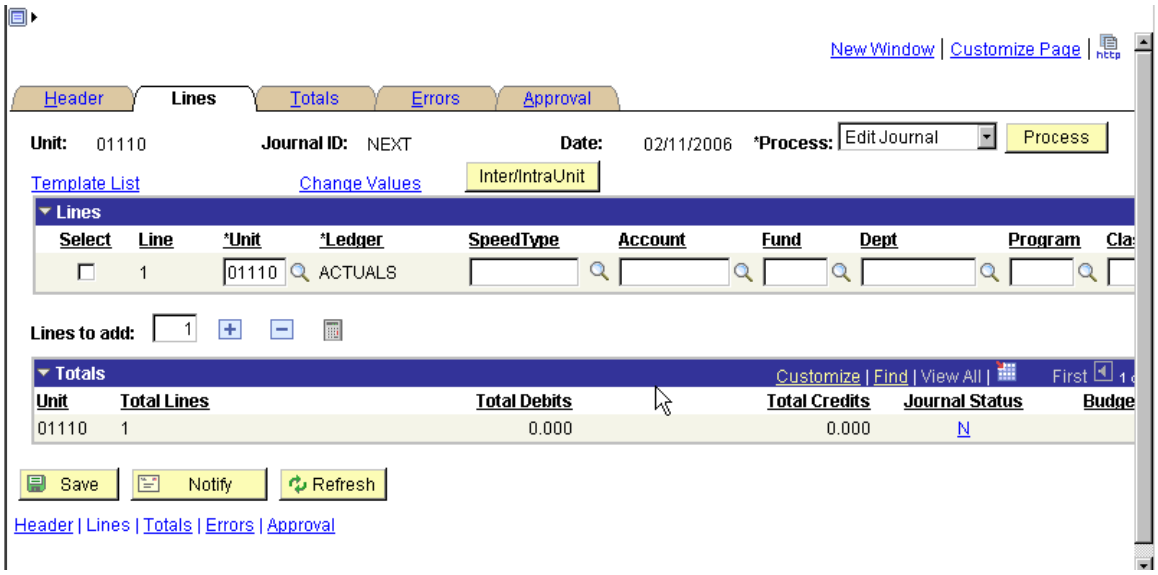
- TF followed by the date in format MMDDYY

Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY



Click on the LINES Tab



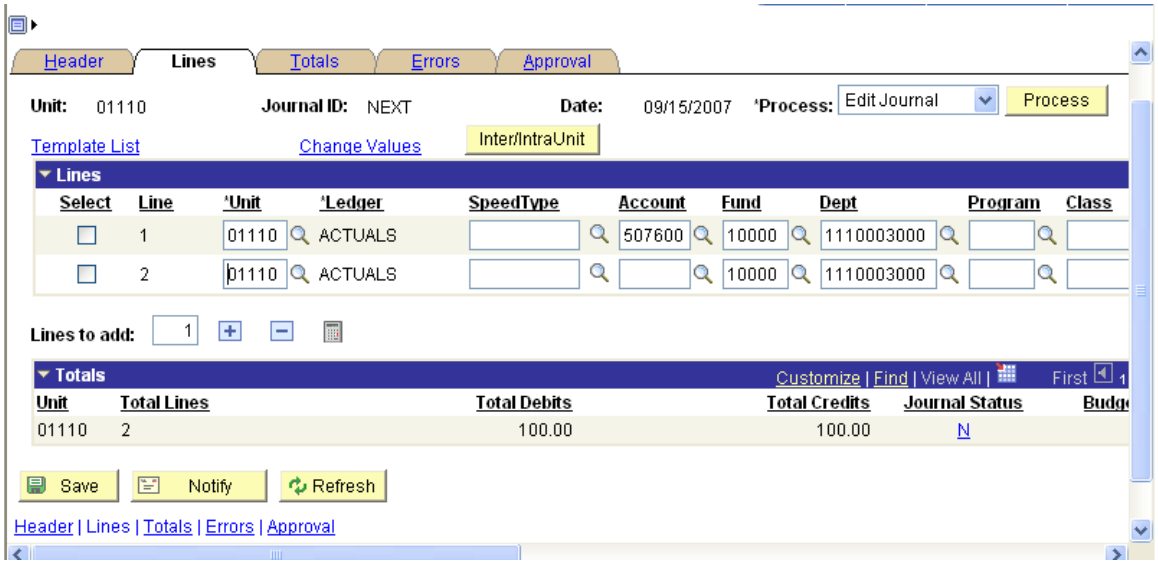
The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

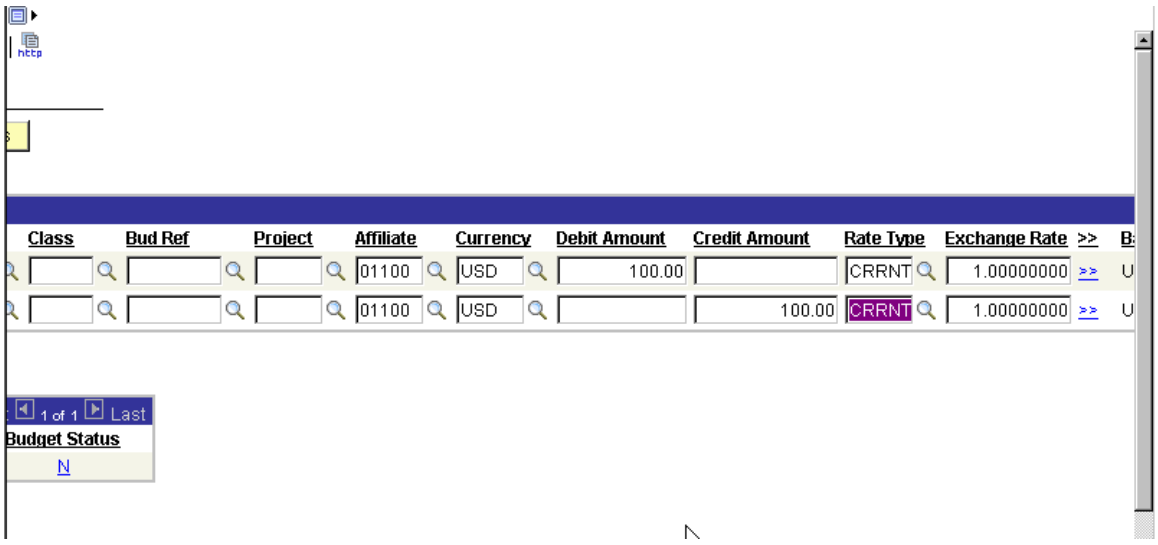
Under Lines; Line 1

- **Enter account** - If you are the receiver use account 490000, If you are the sender use the appropriate expenditure account
- **Enter Fund** – If you are the receiver use fund 21500, If you are the sender use the appropriate fund for payment of the expenditure
- **Enter Deptid** – Enter the appropriate deptid

- **Enter Class** – Enter the appropriate class
- **Enter Program** – Enter the appropriate program
- **Enter Project/Grant** – Enter the appropriate project/grant
- **Enter Affiliate** – Enter Business Unit of department that you are receiving from or sending to
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of reimbursement here
- **Enter Credit Amount** – If you are the receiver enter amount of the reimbursement here, if you are the sender leave blank

Click the + sign next to the lines to add box



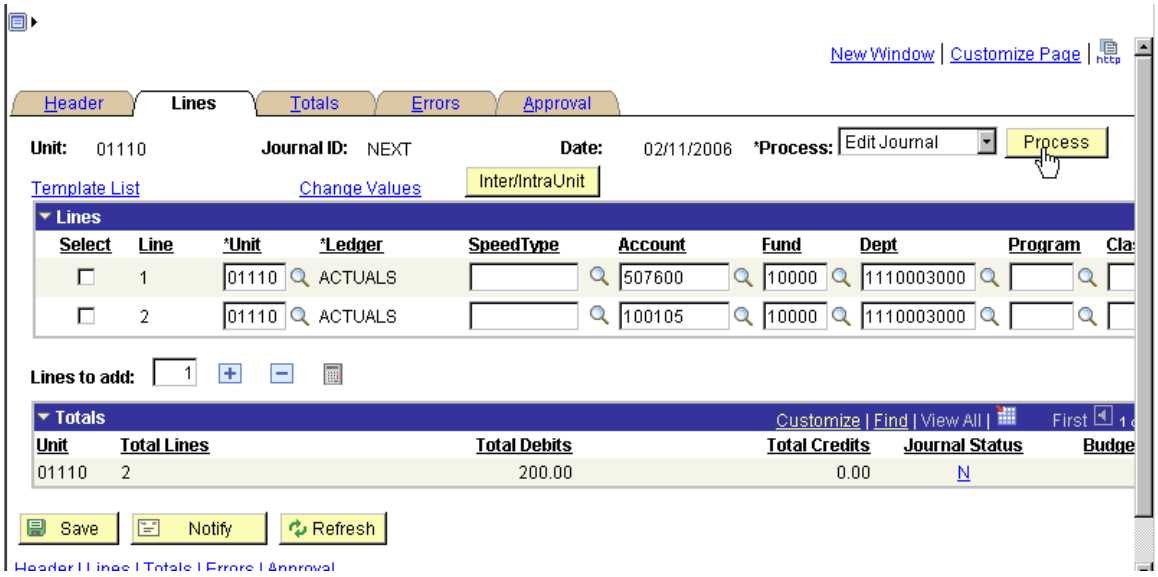


Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

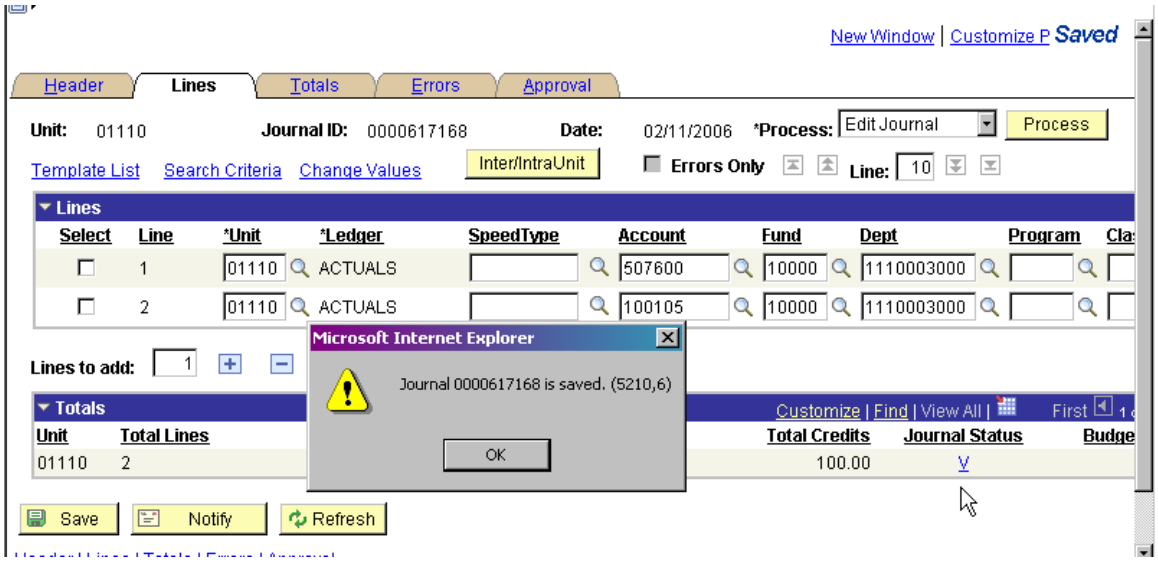
Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** - leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

Next to Process choose Edit Journal



Click the Process Button



Journal entry has been saved and edited. A Journal ID has been assigned and the Journal Status is V.

Click OK

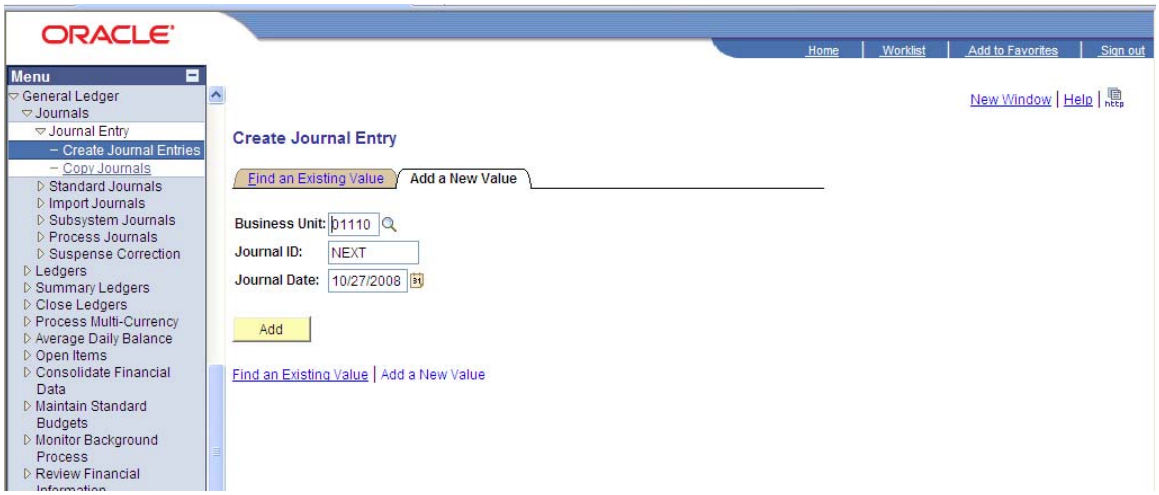
The journal entry is ready to be picked up by the other department on the VT_BU_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match them and budget check and post them.

Enter an Initiating Budgeted Reimbursement Transfer Journal Entry (TSF) is Complete.

Enter a Responding Budgeted Reimbursement Transfer Journal Entry (TSF)

Situation when this function is used: One business unit (sending) furnishes funds to another business unit (receiving) with the expectation of receiving some service in return. The business unit providing the service is not in the business of providing this service for sale to other departments. Your business unit has run the VT_BU_TRANSFER Query and has seen that the other business unit has initiated the transfer.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

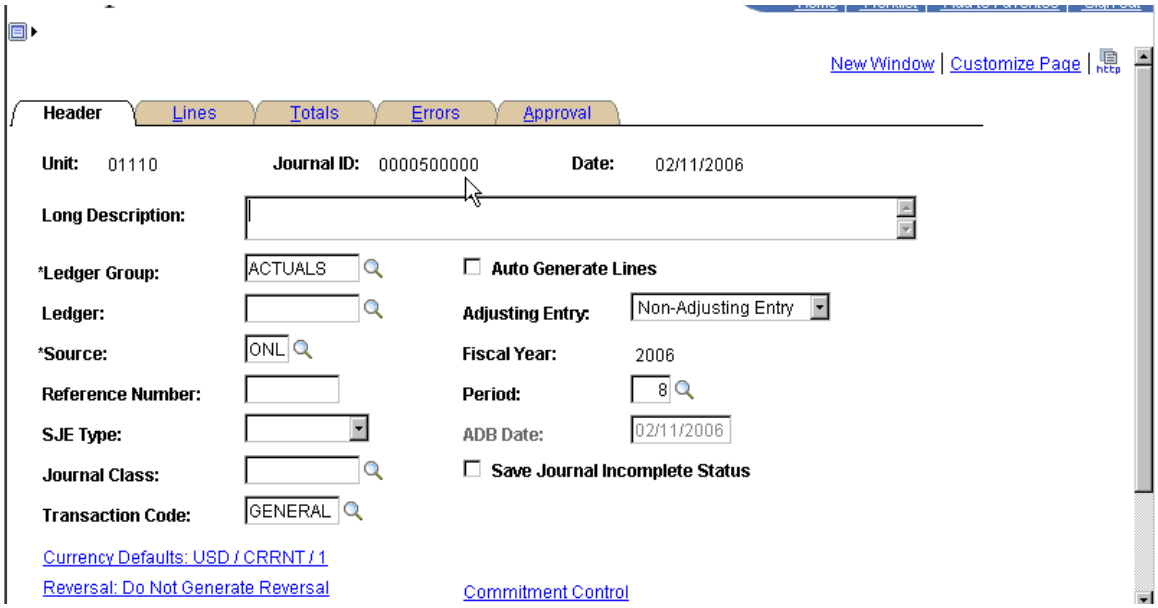
Enter Journal ID

- Enter the Journal ID from the VT_BU_TRANSFER Query

Enter Journal Date

- Enter the Journal Date from the VT_BU_TRANSFER Query

Click the ADD button



The Header Page loads with the journal ID entered. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. Save Journal Incomplete Status defaults as unchecked.

Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

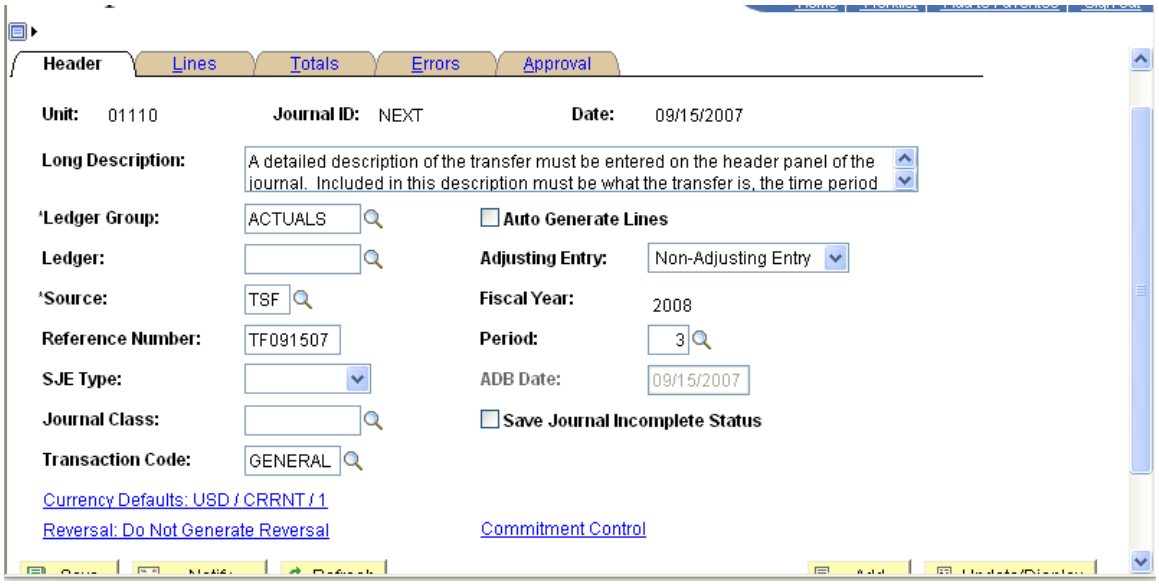
Change the Source to TSF

Enter a Reference Number

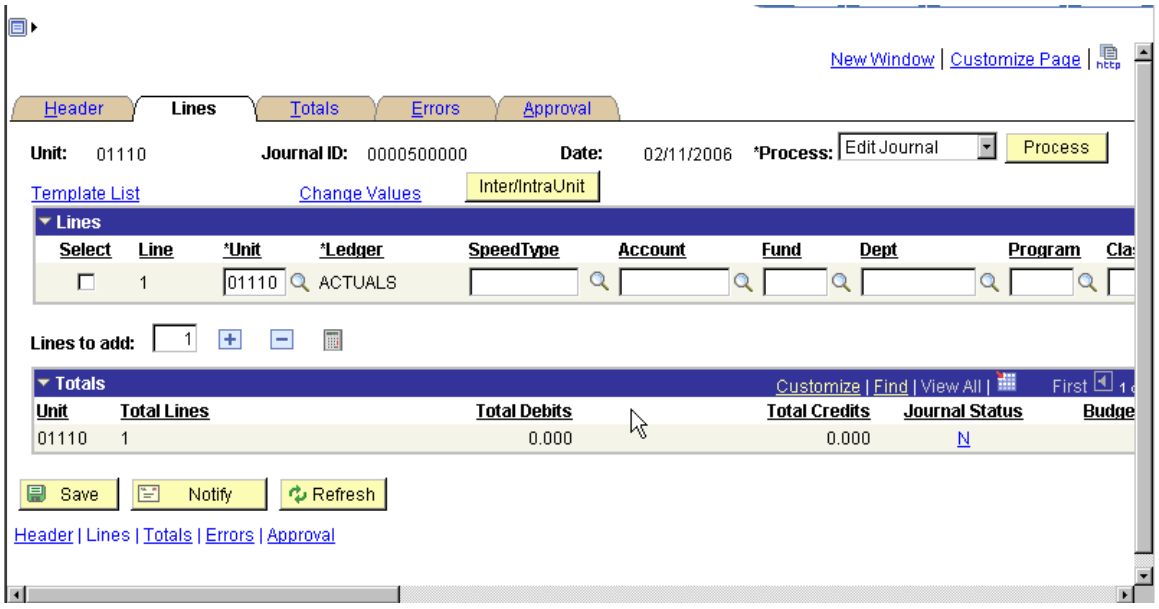
- Enter the Reference Number from the VT_BU_TRANSFER Query

Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY



Click on the LINES Tab



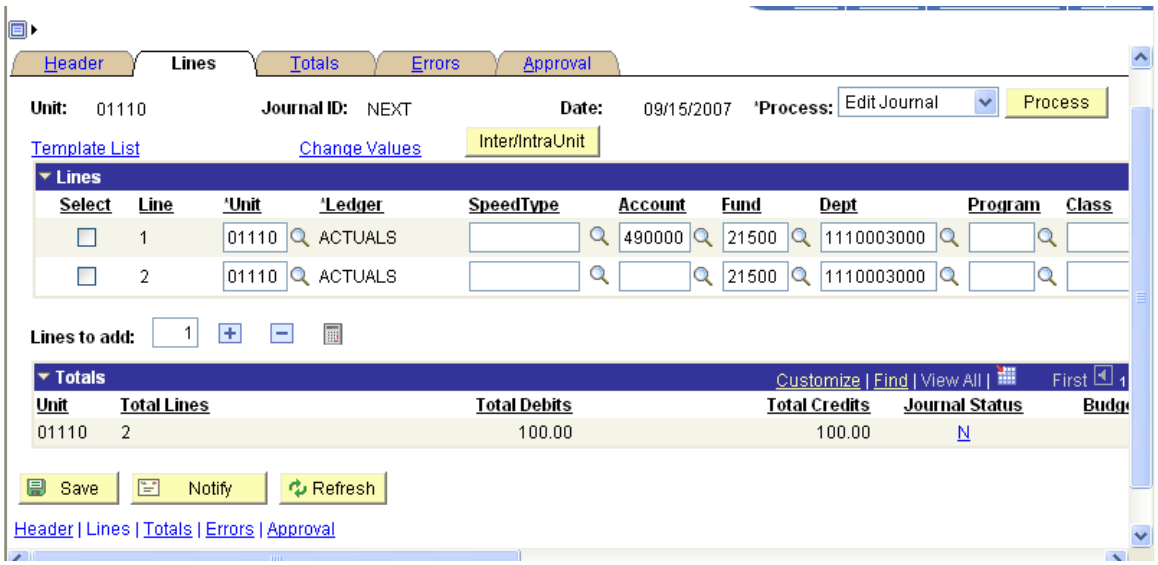
The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

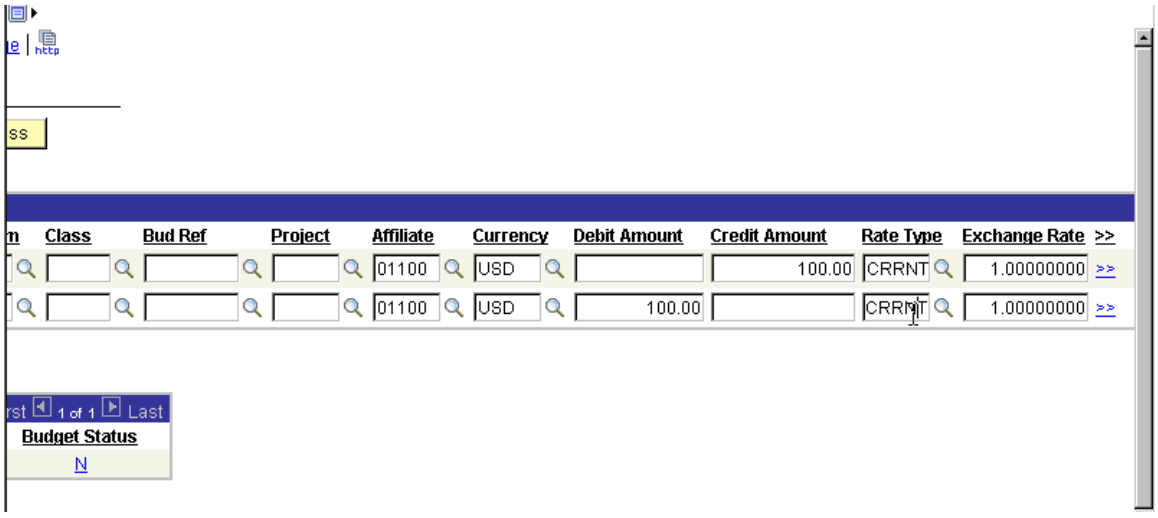
Under Lines; Line 1

- **Enter account** - If you are the receiver use account 490000, If you are the sender use the appropriate expenditure account
- **Enter Fund** – If you are the receiver use fund 21500, If you are the sender use the appropriate fund for payment of the expenditure
- **Enter Deptid** – Enter the appropriate deptid

- **Enter Class** – Enter the appropriate class
- **Enter Program** – Enter the appropriate program
- **Enter Project/Grant** – Enter the appropriate project/grant
- **Enter Affiliate** – Enter Business Unit of department from the VT_BU_TRANSFER Query
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of reimbursement here
- **Enter Credit Amount** – If you are the receiver enter amount of the reimbursement here, if you are the sender leave blank

Click the + sign next to the lines to add box



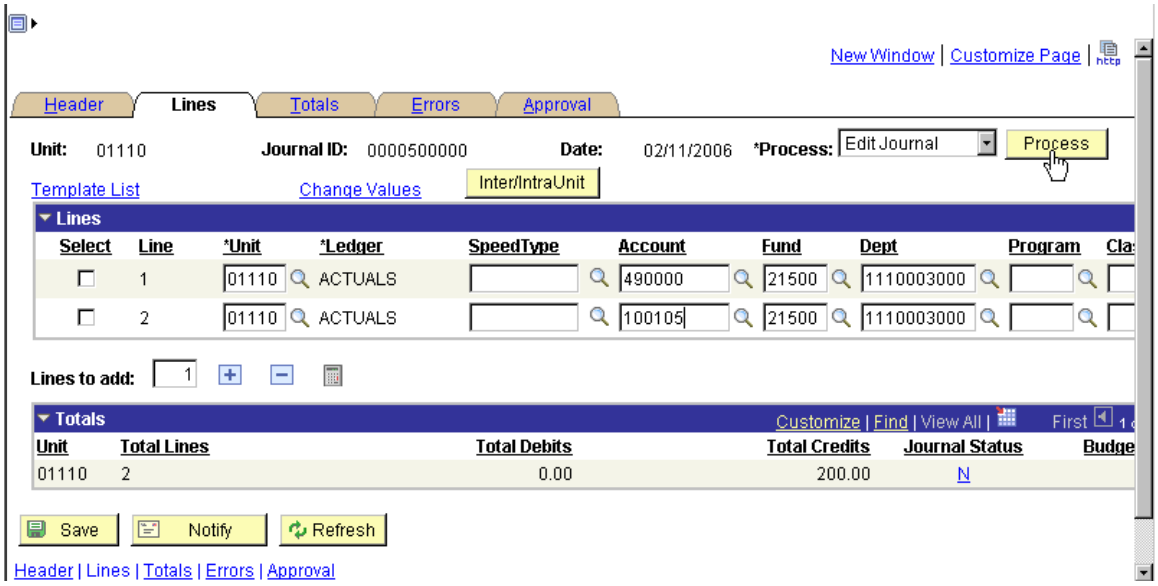


Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

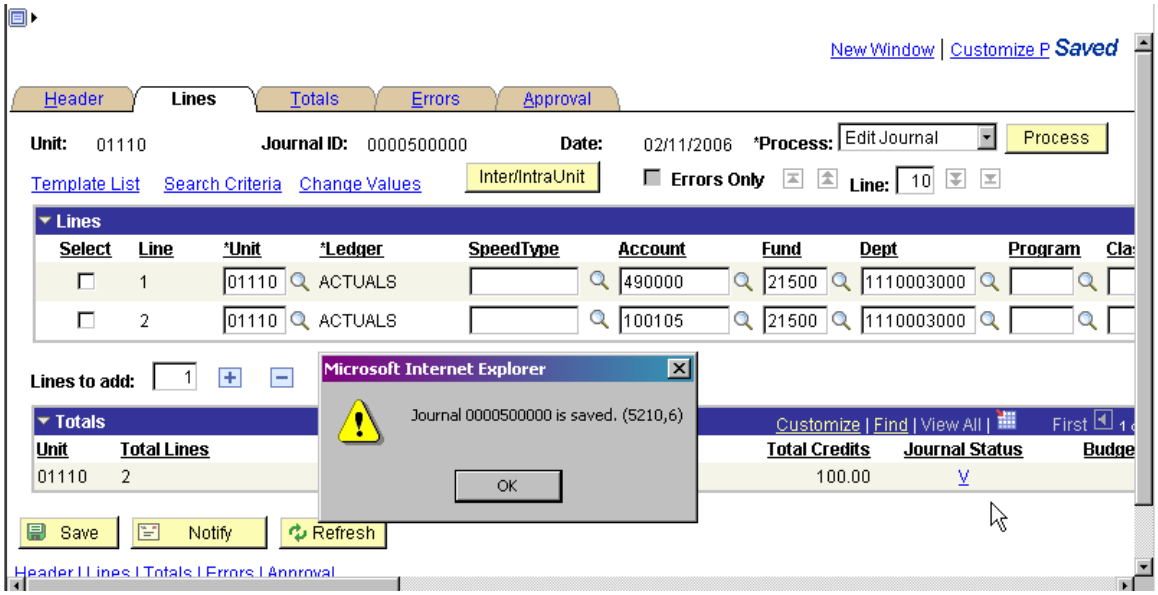
Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** - leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

Next to Process choose Edit Journal



Click the Process Button



Journal entry has been saved and edited.

The journal status is V.

Click OK

The journal entry is ready to be picked up by Financial Operations and matched to the other department's journal. Both will be budget checked and posted by Financial Operations.

Enter a Responding Budgeted Reimbursement Transfer Journal Entry (TSF) is Complete.

Enter an Initiating Interunit Transfer Journal Entry (TSF) for Payment of Goods and Services

Situation when this function is used: One business unit (sending) reimburses another business unit (receiving) for goods and services purchased. The business unit providing the goods or services is in the business of offering the goods or services for sale to other business units, but is not set up as a vendor in the accounts payable module. Your department is initiating the transfer.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

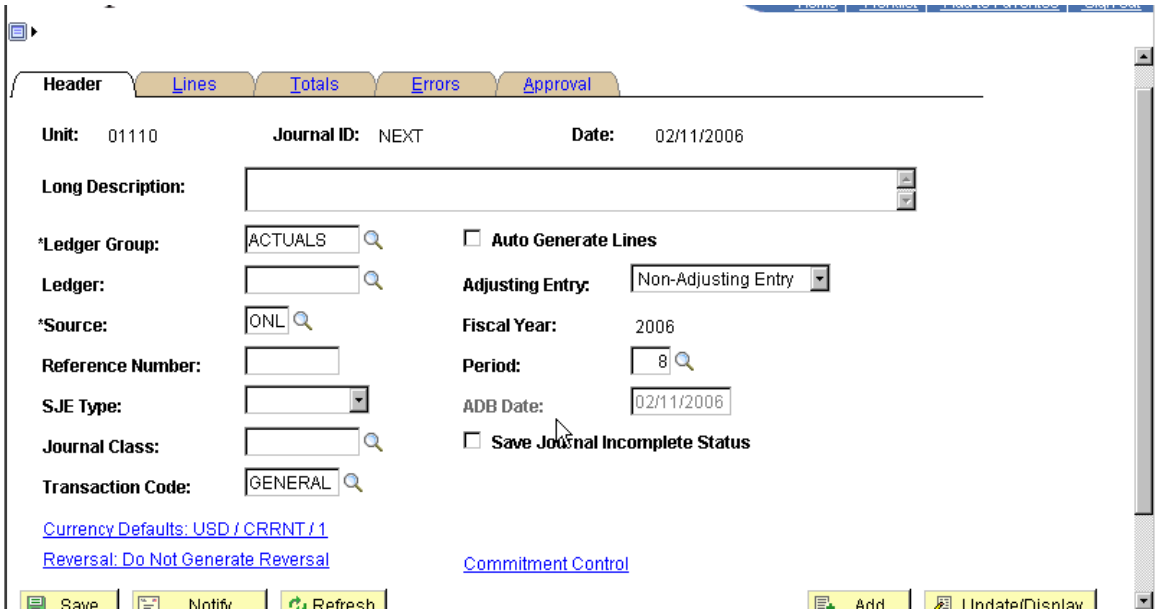
Enter Journal ID

- leave as NEXT

Enter Journal Date

- leave as current date **or**
- enter the appropriate journal date

Click the ADD button



The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

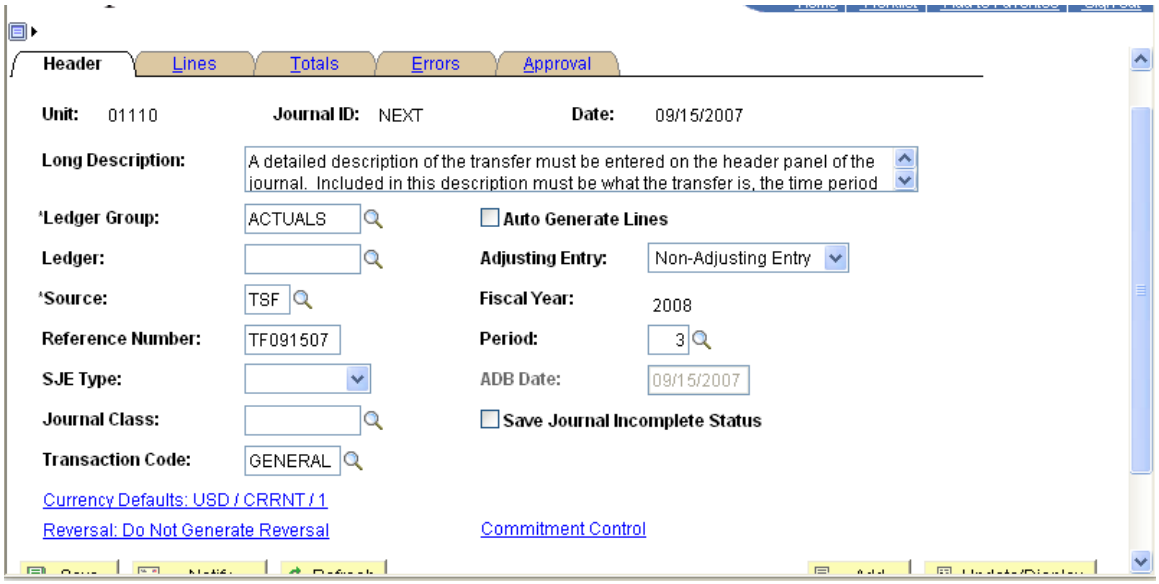
Change the Source to TSF

Enter a Reference Number

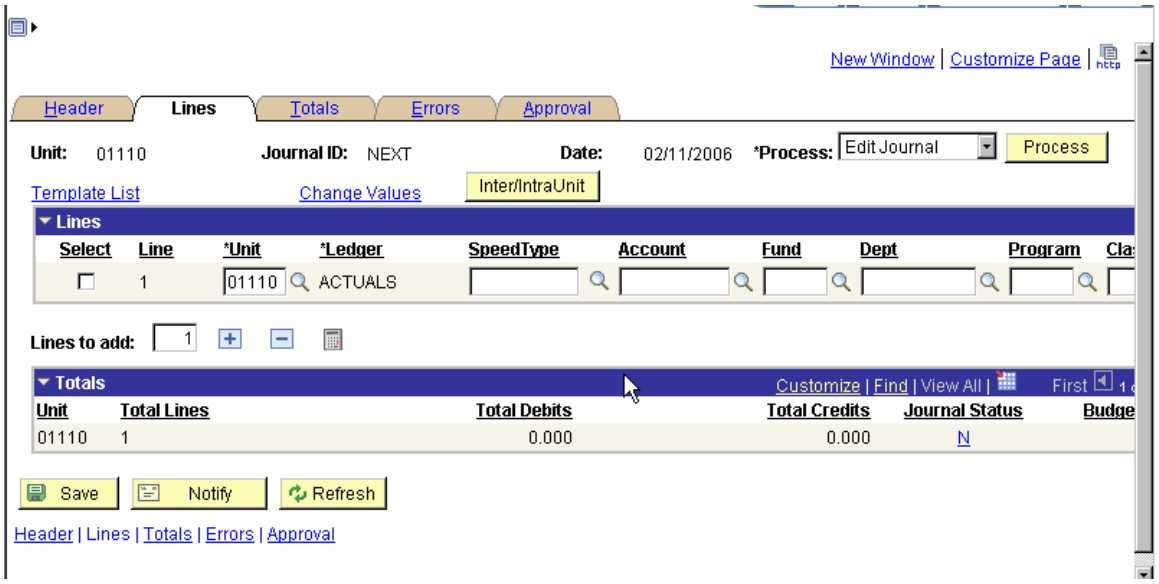
- TF followed by the date in format MMDDYY

Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY



Click on the LINES Tab



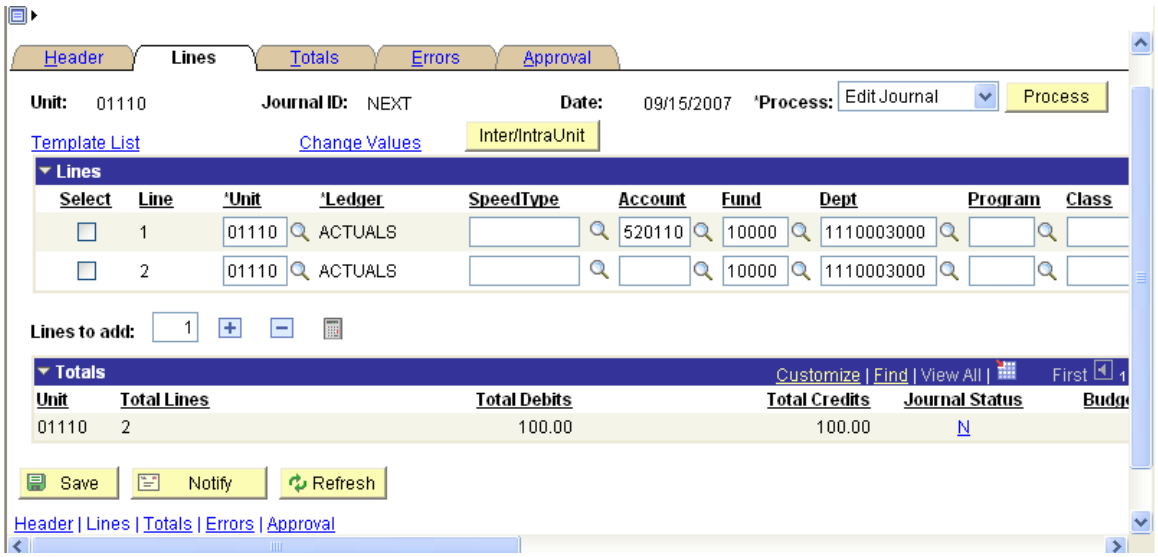
The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

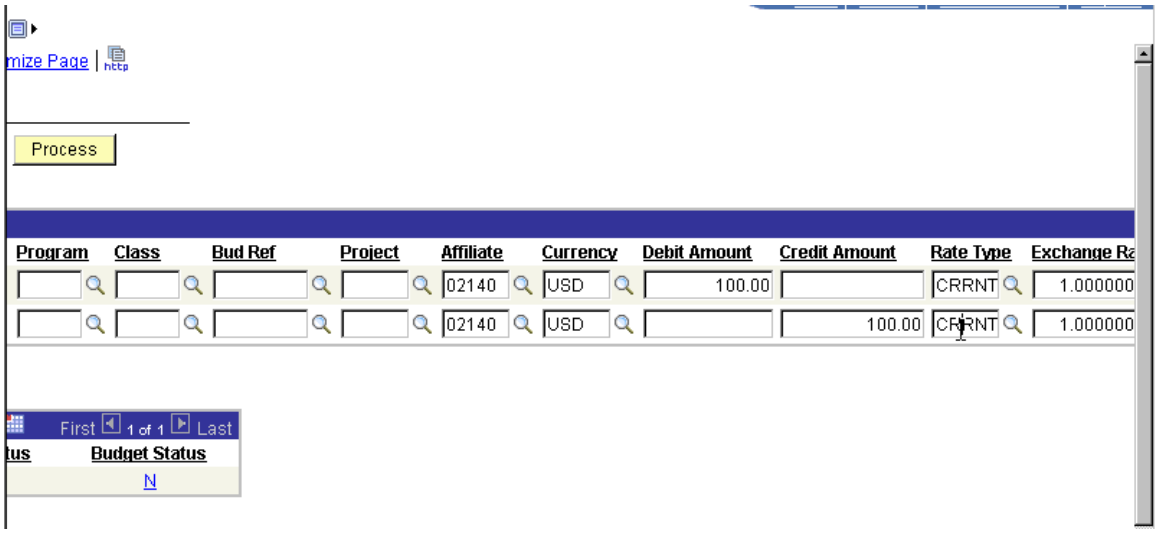
Under Lines; Line 1

- **Enter account** - If you are the receiver use the appropriate revenue account, If you are the sender use the appropriate expenditure account
- **Enter Fund** – Enter the appropriate fund
- **Enter Deptid** – Enter the appropriate deptid

- **Enter Class** – Enter the appropriate class
- **Enter Program** – Enter the appropriate program
- **Enter Project/Grant** – Enter the appropriate project/grant
- **Enter Affiliate** – Enter Business Unit of department that you are receiving from or sending to
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of payment here
- **Enter Credit Amount** – If you are the receiver enter amount of the receipt here, if you are the sender leave blank

Click the + sign next to the lines to add box



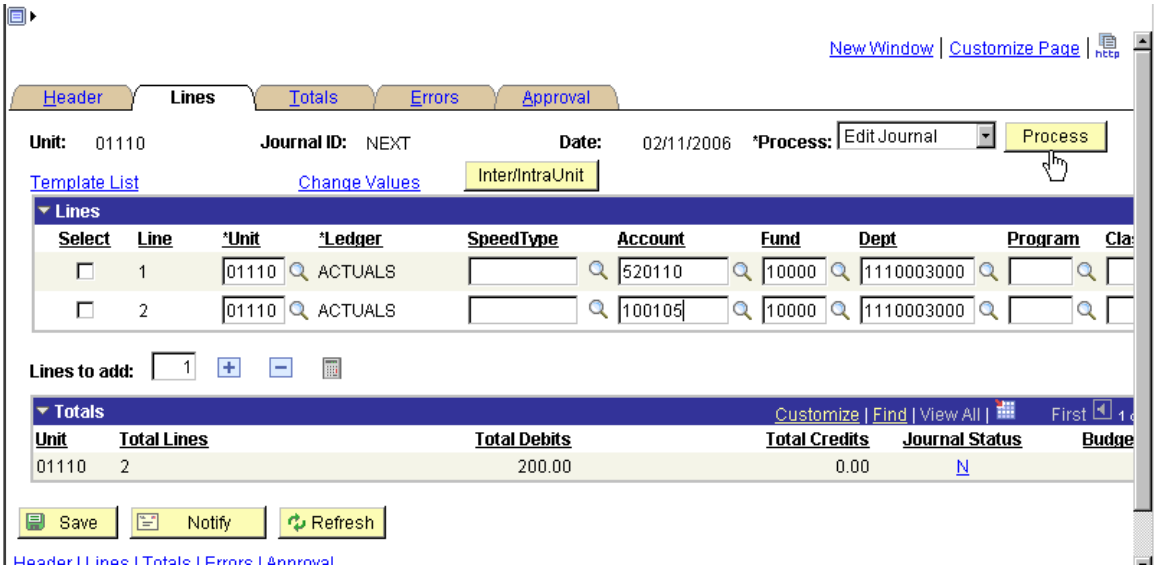


Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

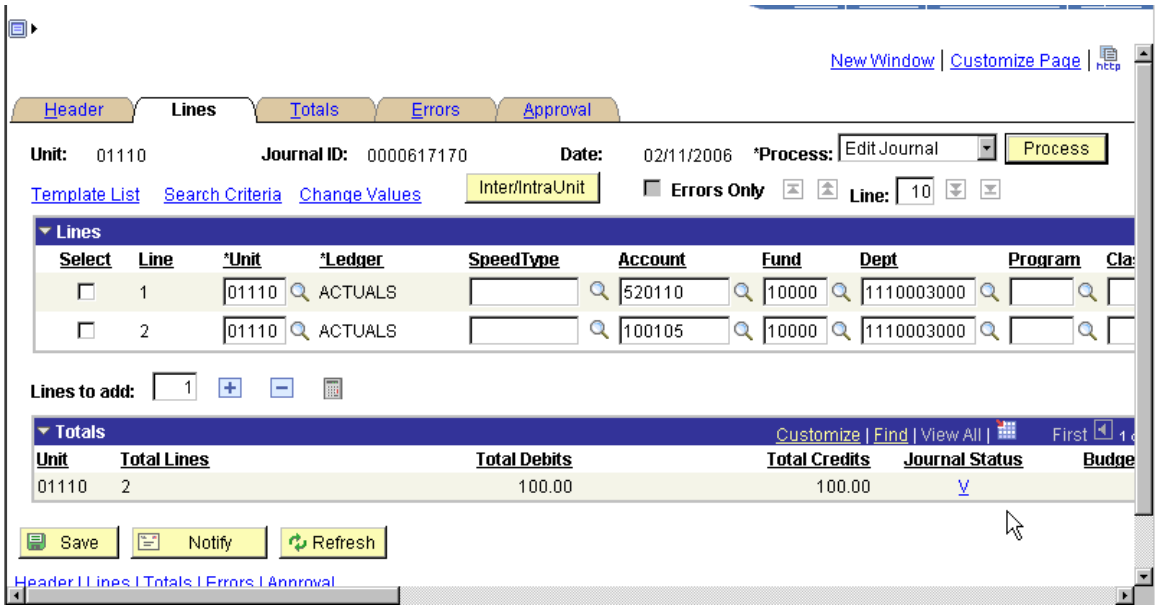
Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** - leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

Next to Process choose Edit Journal



Click the Process Button



Journal entry has been saved and edited.

A Journal ID has been assigned.

Click OK

The journal entry is ready to be picked up by the other department on the VT_BU_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match them and budget check and post them.

Enter an Initiating Interunit Transfer Journal Entry (TSF) for Payment of Goods and Services is Complete.

Enter a Responding Interunit Transfer Journal Entry (TSF) for Payment of Goods and Services

Situation when this function is used: One business unit (sending) reimburses another business unit (receiving) for goods and services purchased. The business unit providing the goods or services is in the business of offering the goods or services for sale to other business units, but is not set up as a vendor in the accounts payable module. Your business unit has run the VT_BU_TRANSFER Query and seen that the other business unit has initiated the transfer.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

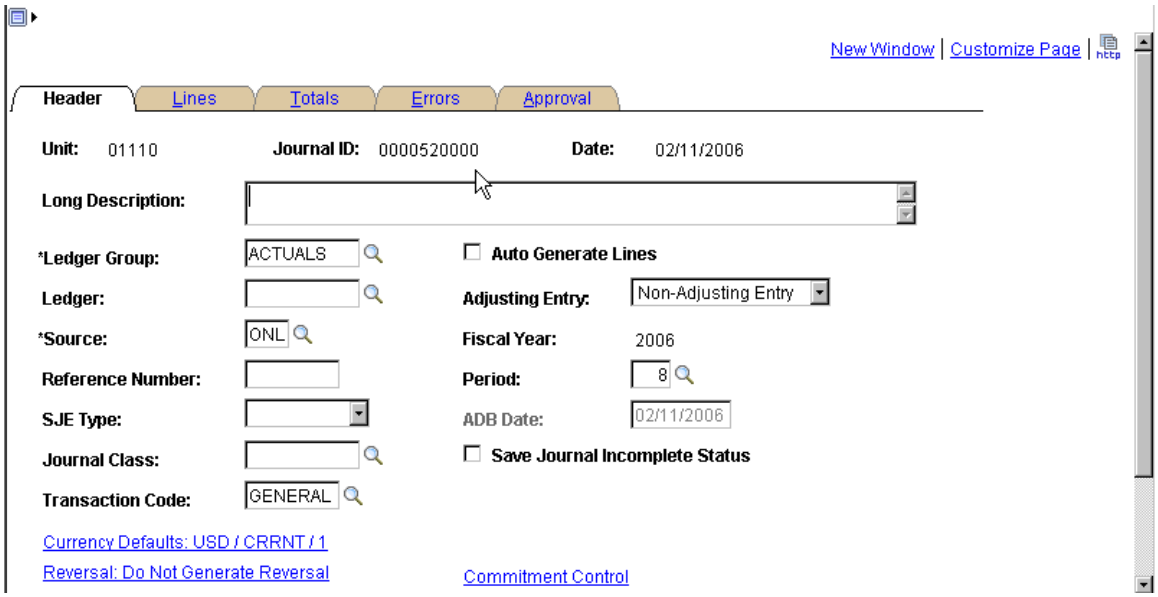
Enter Journal ID

- Enter the Journal ID from the VT_BU_TRANSFER Query

Enter Journal Date

- Enter the Journal Date from the VT_BU_TRANSFER Query

Click the ADD button



The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. Save Journal Incomplete Status defaults as unchecked.

Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

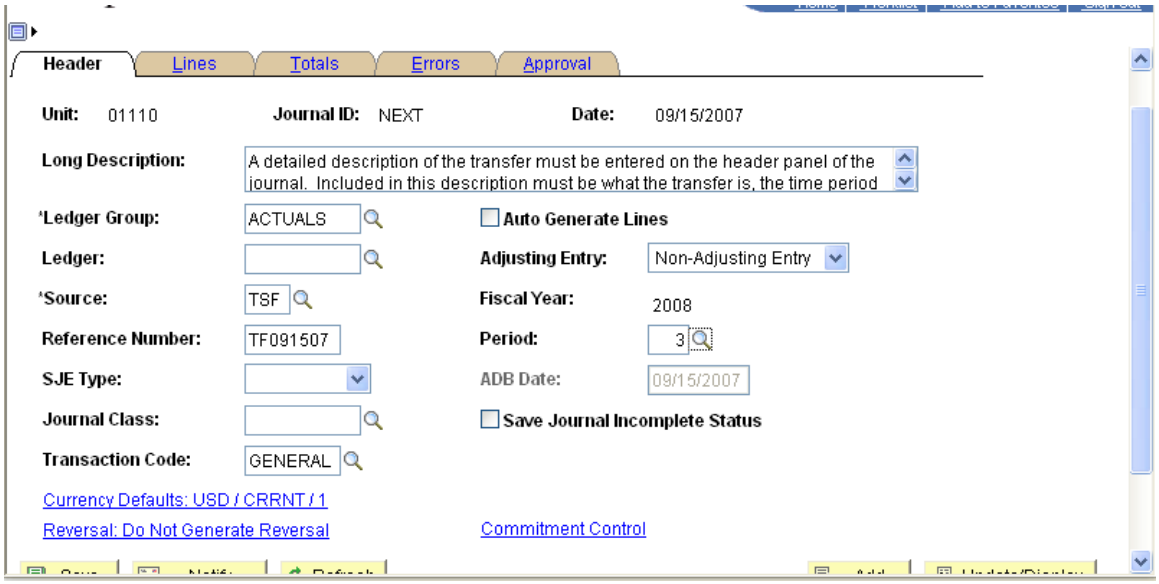
Change the Source to TSF

Enter a Reference Number

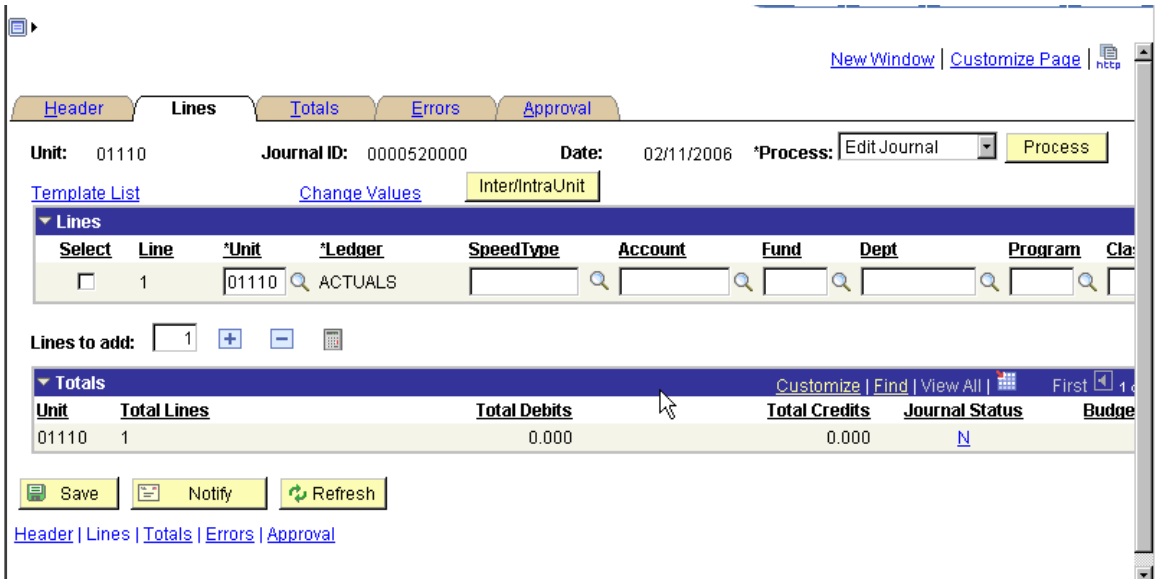
- Enter the Reference Number from the VT_BU_TRANSFER Query

Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY



Click on the LINES Tab



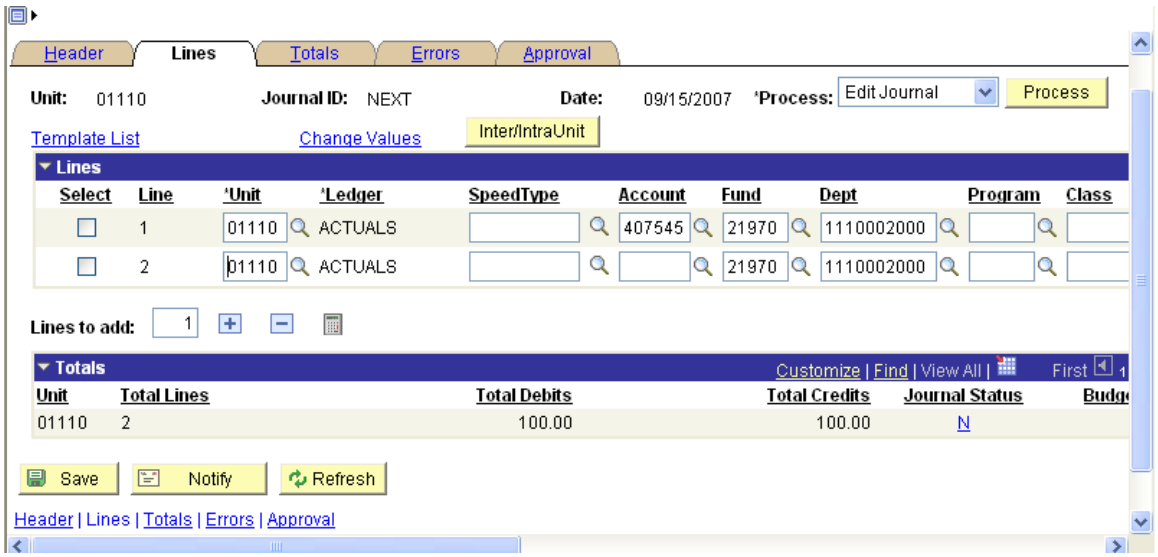
The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

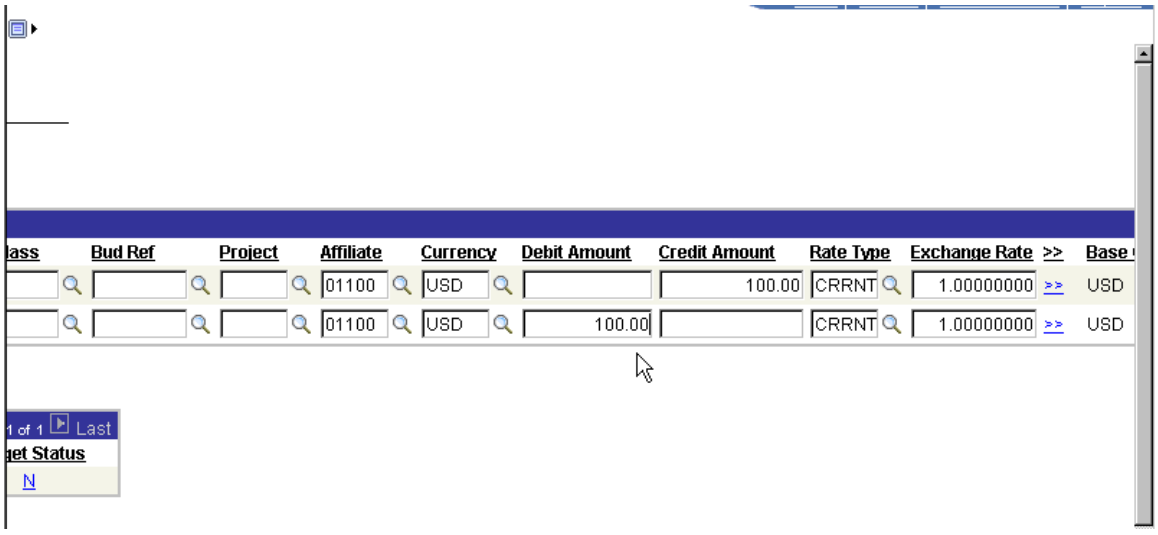
Under Lines; Line 1

- **Enter account** - If you are the receiver use the appropriate revenue account, If you are the sender use the appropriate expenditure account
- **Enter Fund** – Enter the appropriate fund
- **Enter Deptid** – Enter the appropriate deptid

- **Enter Class** – Enter the appropriate class
- **Enter Program** – Enter the appropriate program
- **Enter Project/Grant** – Enter the appropriate project/grant
- **Enter Affiliate** – Enter Business Unit of department from the VT_BU_TRANSFER Query
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of payment here
- **Enter Credit Amount** – If you are the receiver enter amount of the receipt here, if you are the sender leave blank

Click the + sign next to the lines to add box



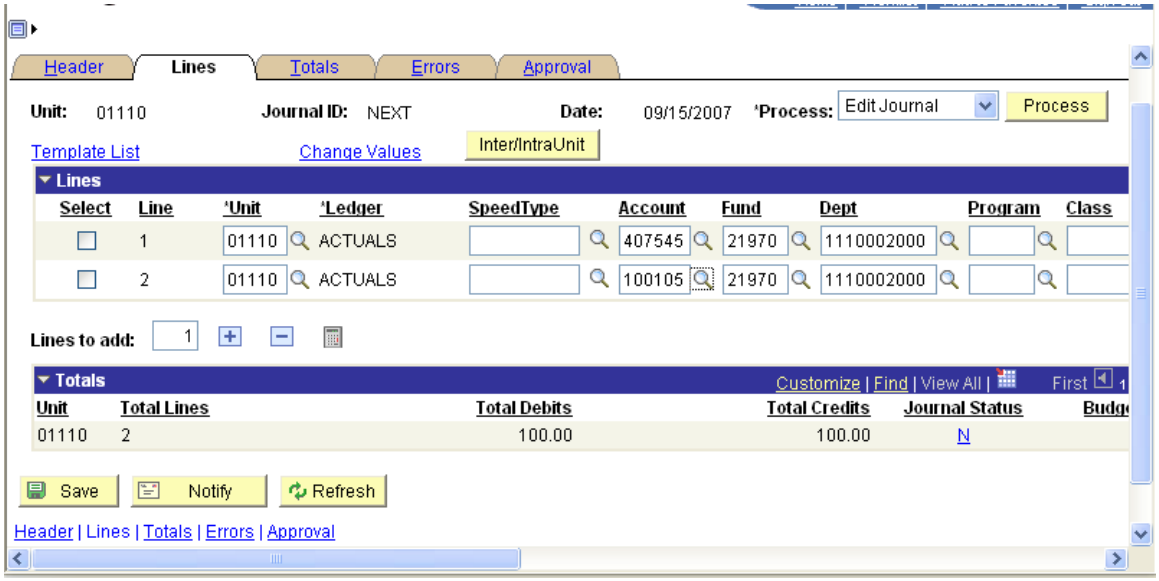


Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

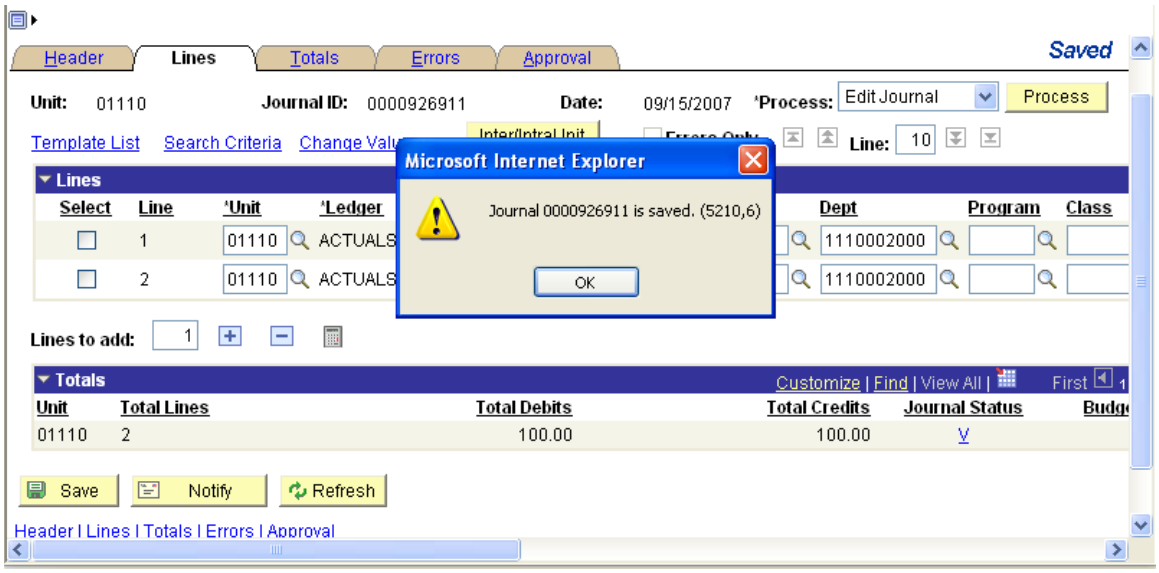
Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** - leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

Next to Process choose Edit Journal



Click the Process Button



Journal entry has been saved and edited. A Journal ID has been assigned.

Click OK

The journal entry is ready to be picked up by Financial Operations and matched to the other department's journal. Both will be budget checked and posted by Financial Operations.

Enter a Responding Interunit Transfer Journal Entry (TSF) for Payment of Goods and Services is Complete.

Enter an Initiating Transfer Journal Entry (TSF) for Grant Expenditures, Goods and Services or Expenditures Paid in a Prior Year

Situation when this function is used: When one business unit (sending) furnishes funds for a grant or reimburses another business unit (receiving) for goods and services purchased or expenditures purchased on their behalf in a previous year; or furnished funds for a prior year grant. Your department is initiating the transfer.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

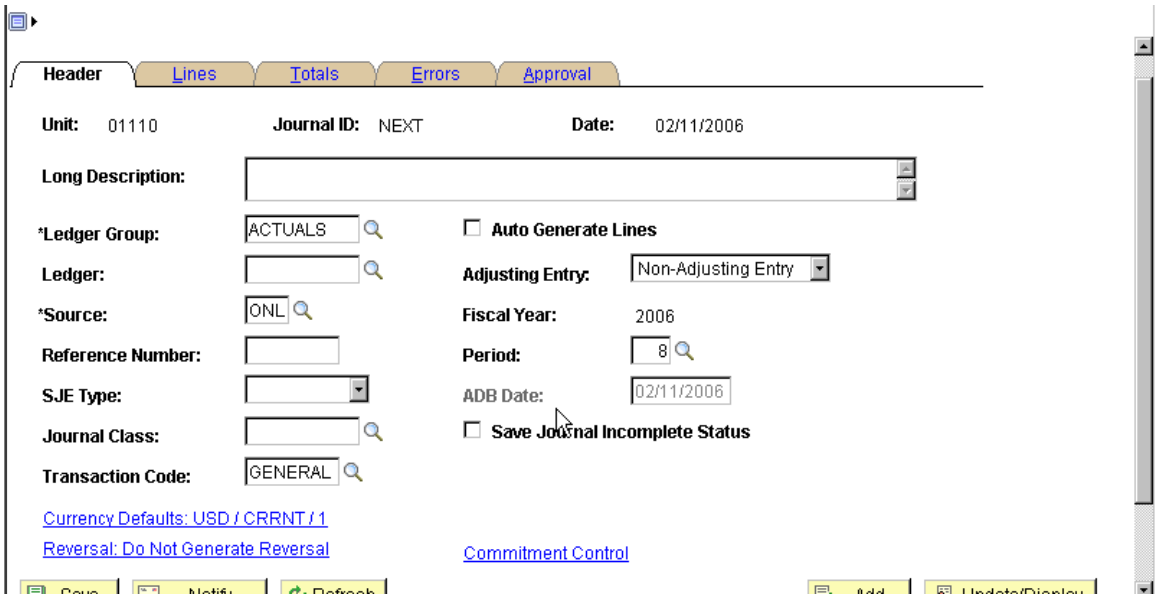
Enter Journal ID

- leave as NEXT

Enter Journal Date

- leave as current date **or**
- enter the appropriate journal date

Click the ADD button



The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

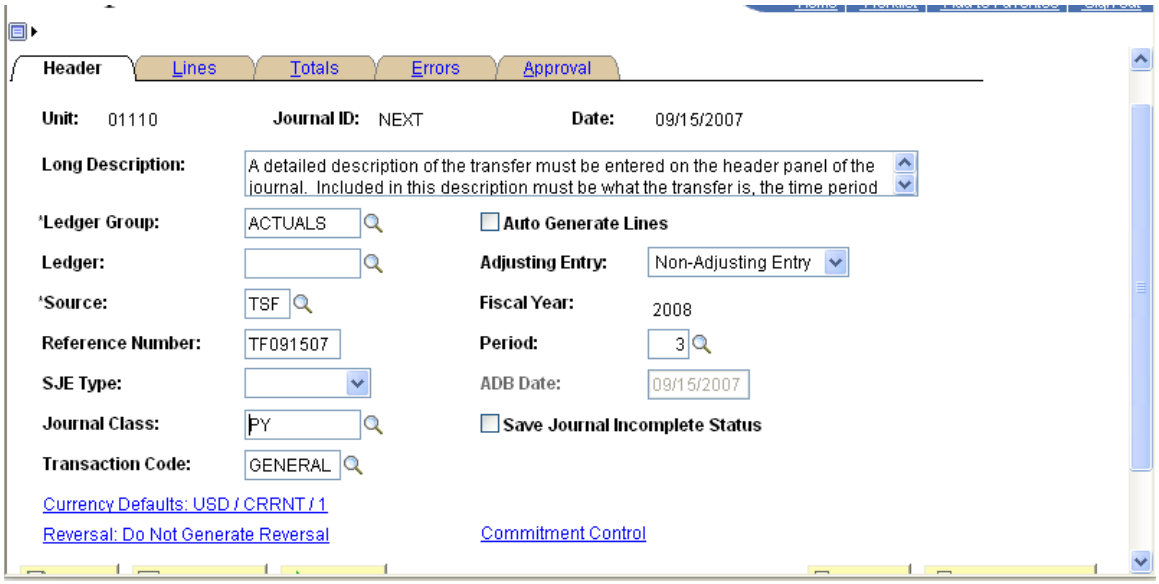
Change the Source to TSF

Enter a Reference Number

- TF followed by the date in format MMDDYY

Enter Journal Class

- PY



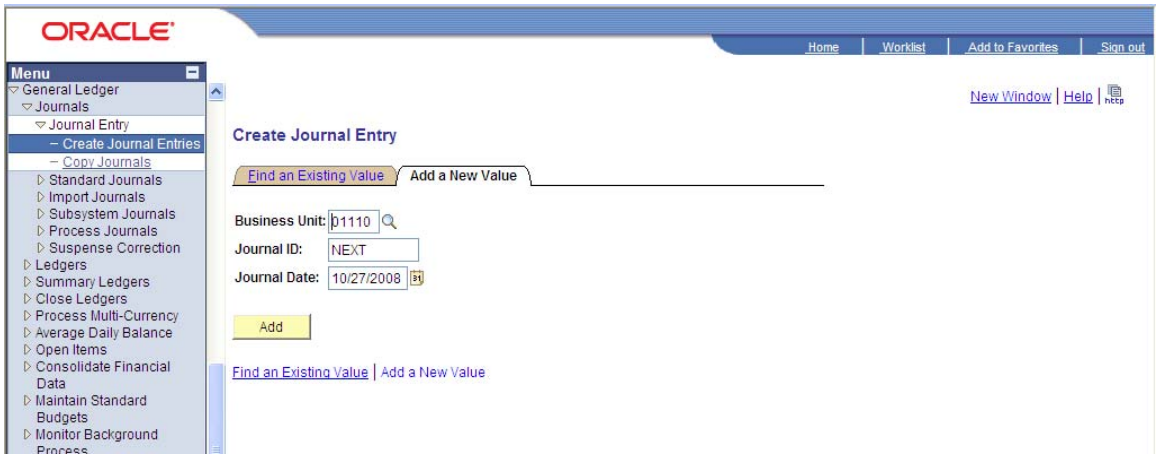
Finish the journal entry per previous instructions for each TSF scenario.

Enter an Initiating Transfer Journal Entry (TSF) for Grant Expenditures, Goods and Services or Expenditures Paid in a Prior Year is Complete.

Enter a Responding Prior Year Interunit Journal Entry (TSF)

Situation when this function is used: When one business unit (sending) furnishes funds for a grant or reimburses another business unit (receiving) for goods and services purchased or expenditures purchased on their behalf in a previous year; or furnished funds for a prior year grant. Your department is initiating the transfer.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

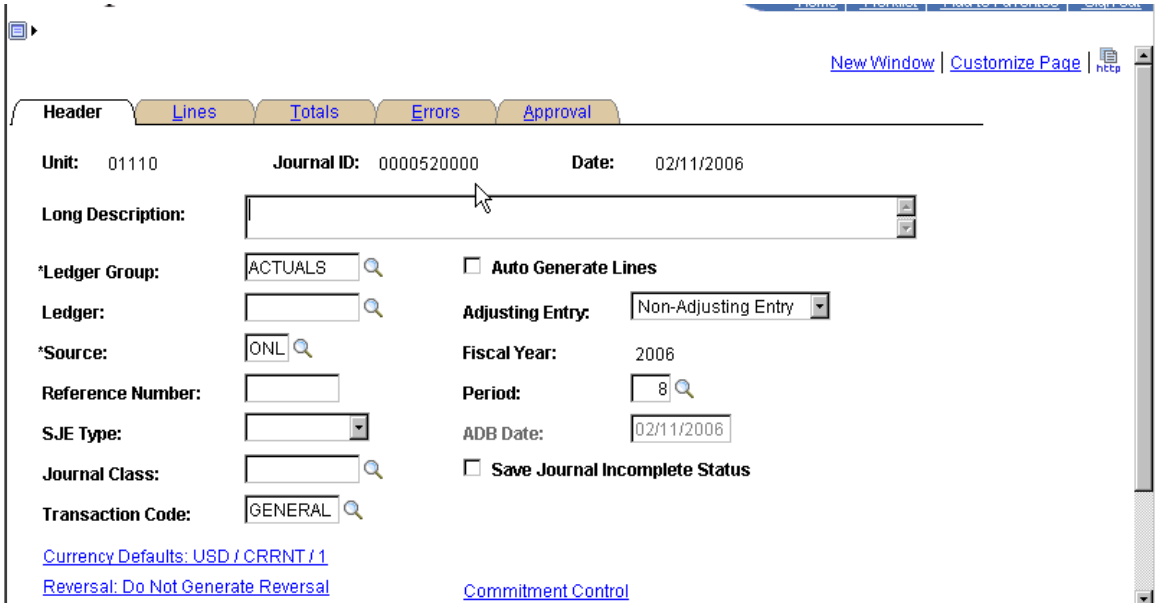
Enter Journal ID

- Enter the Journal ID from the VT_BU_TRANSFER Query

Enter Journal Date

- Enter the Journal Date from the VT_BU_TRANSFER Query

Click the ADD button



The Header Page loads with the entered journal ID. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. Save Journal Incomplete Status defaults as unchecked.

Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

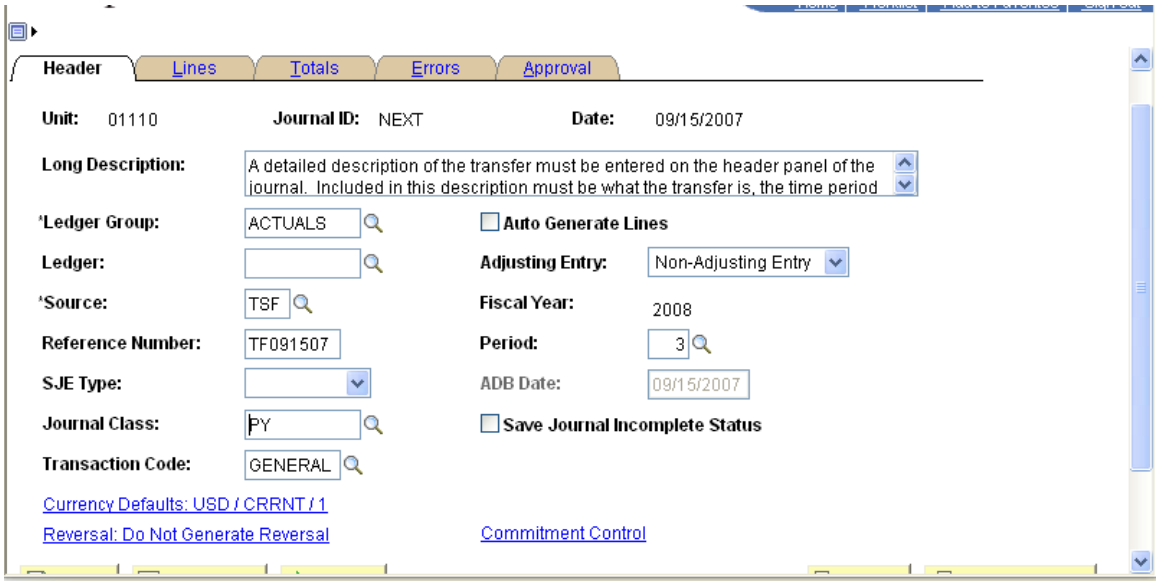
Change the Source to TSF

Enter a Reference Number

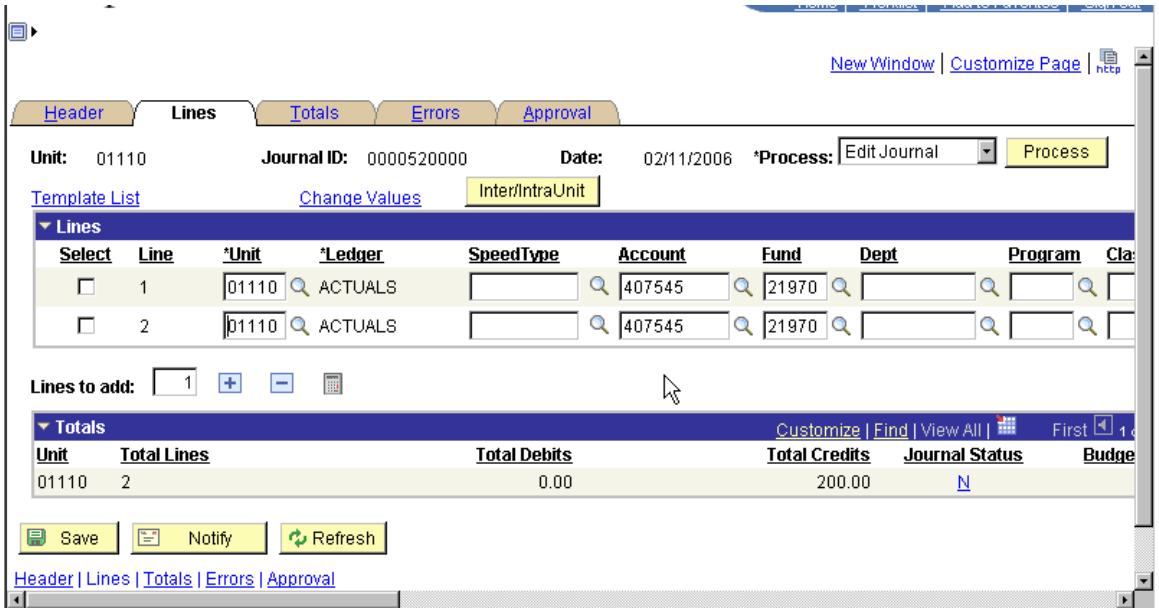
- Enter the Reference Number from the VT_BU_TRANSFER Query

Enter Journal Class

- PY



Finish the journal entry per previous instructions for each TSF scenario

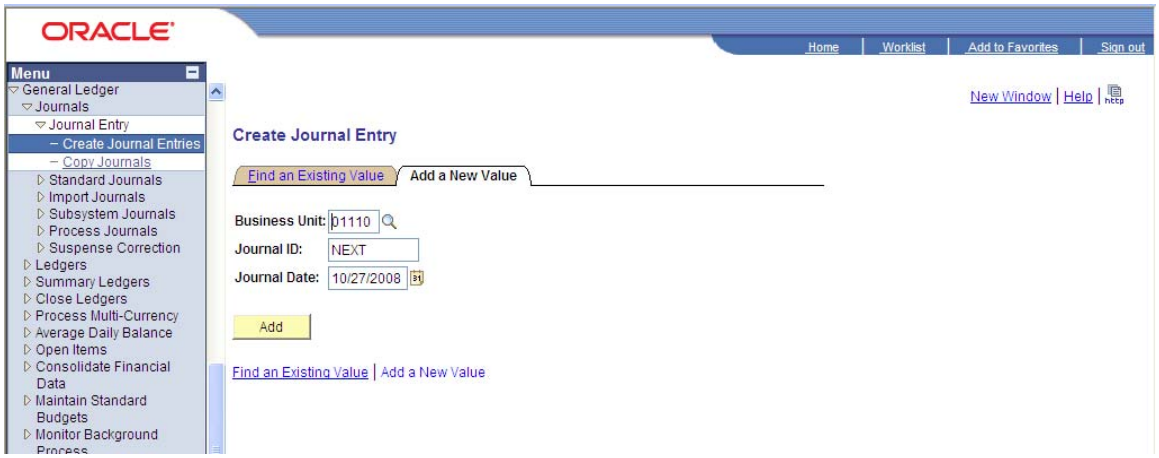


Enter a Responding Prior Year Interunit Journal Entry (TSF) is Complete.

Enter an Initiating Transfer of Receipt Journal Entry (TSF)

Situation when this function is used: One business unit receives and posts receipts in VISION that belong to another business unit. The business unit (sending) transfers the receipts to the business unit (receiving) that they belong to. Your department is initiating the transfer.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

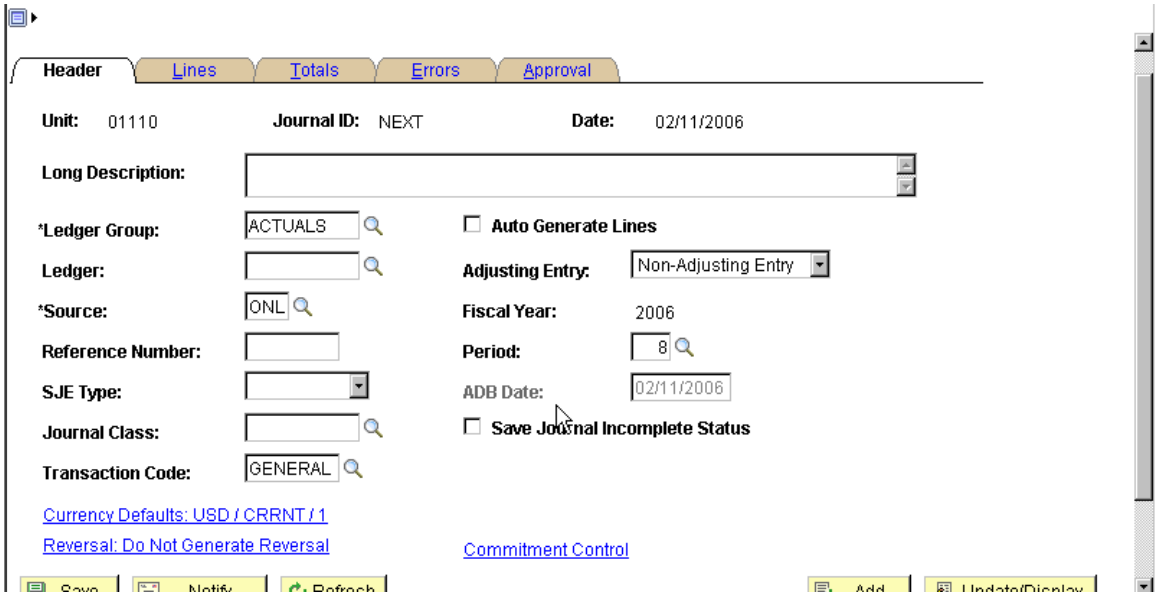
Enter Journal ID

- leave as NEXT

Enter Journal Date

- leave as current date **or**
- enter the appropriate journal date

Click the ADD button



The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

Enter a Long Description

- A detailed description of the transfer must be entered on the header page of the journal. Included in this description must be what the transfer is, the time period that the transfer pertains to, indication as to whether the business unit is sending or receiving the transfer, and what the original transaction was including transaction id and A/P or A/R business unit if applicable.

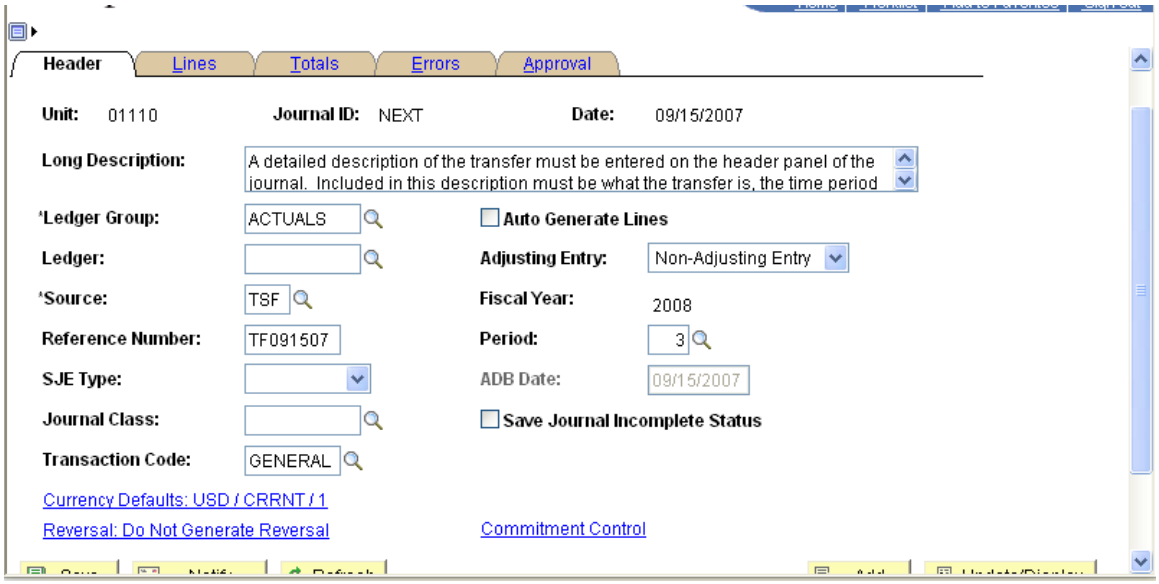
Change the Source to TSF

Enter a Reference Number

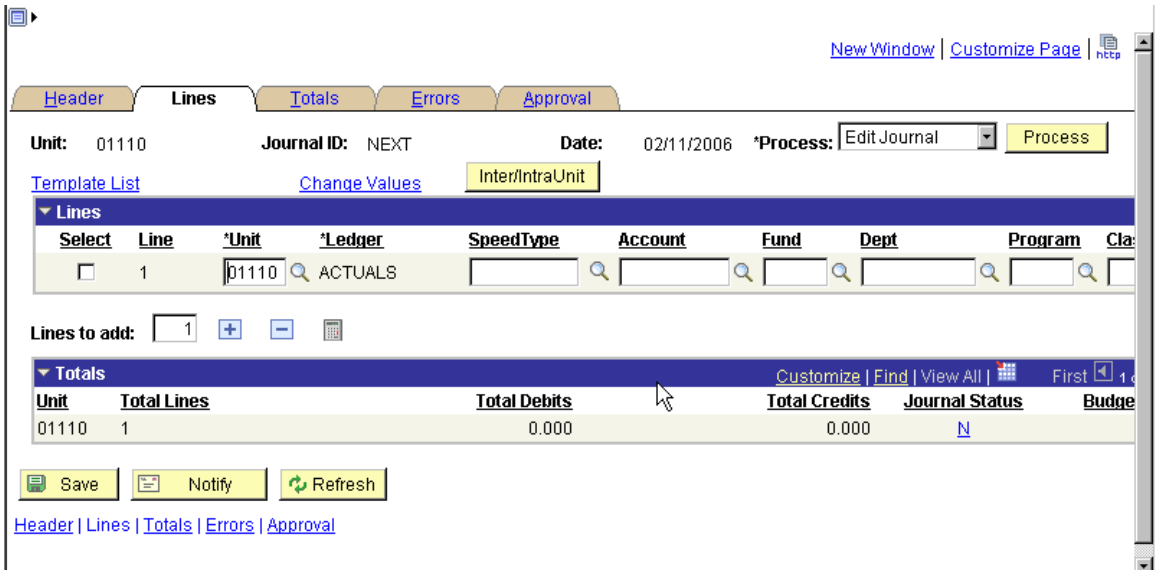
- TF followed by the date in format MMDDYY

Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY



Click on the LINES Tab



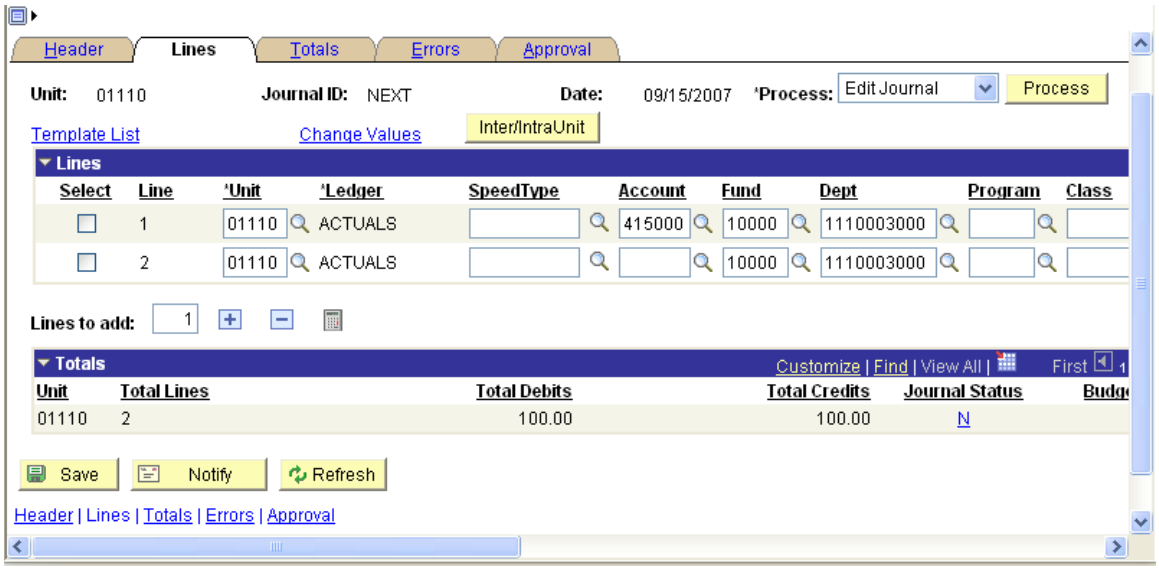
The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

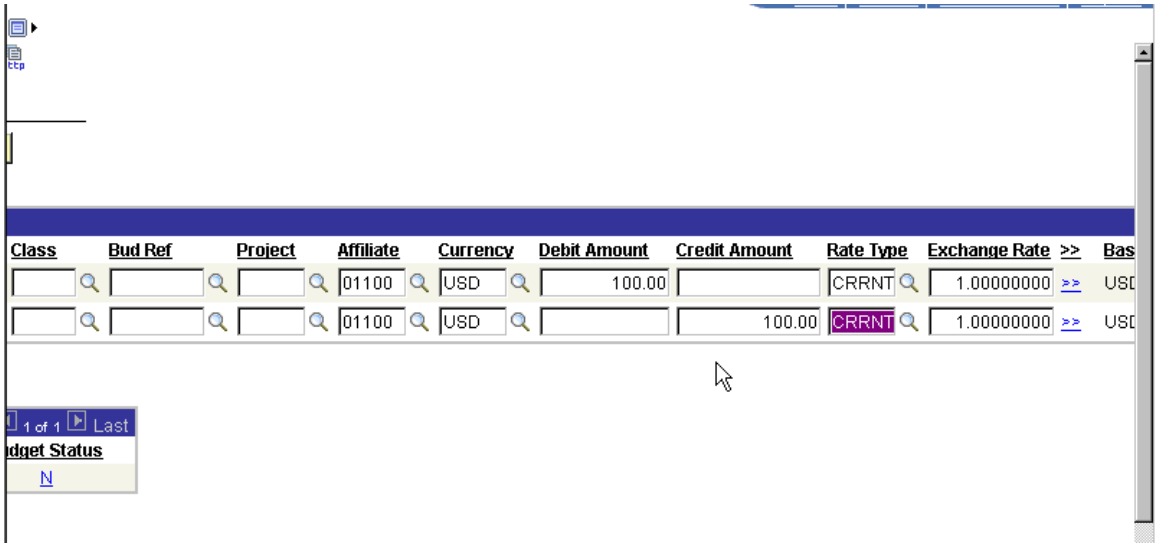
Under Lines; Line 1

- **Enter account** - If you are the sender use the revenue account that was used on the original deposit, If you are the sender use the appropriate revenue account for the receipt

- **Enter Fund** – If you are the sender use the fund that was used on the original deposit, If you are the receiver use the appropriate fund for the receipt
- **Enter Deptid** – If you are the sender use the deptid that was used on the original deposit, If you are the receiver use the appropriate deptid for the receipt
- **Enter Class** – If you are the sender use the class that was used on the original deposit, If you are the receiver use the appropriate class for the receipt
- **Enter Program** – If you are the sender use the program that was used on the deposit, If you are the receiver use the appropriate program for the receipt
- **Enter Project/Grant** – If you are the sender use the project/grant that was used on the original deposit, If you are the receiver use the appropriate project/grant for the receipt
- **Enter Affiliate** – Enter Business Unit of department that you are receiving from or sending to
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of the receipt here
- **Enter Credit Amount** – If you are the receiver enter amount of the receipt here, if you are the sender leave blank

Click the + sign next to the lines to add box



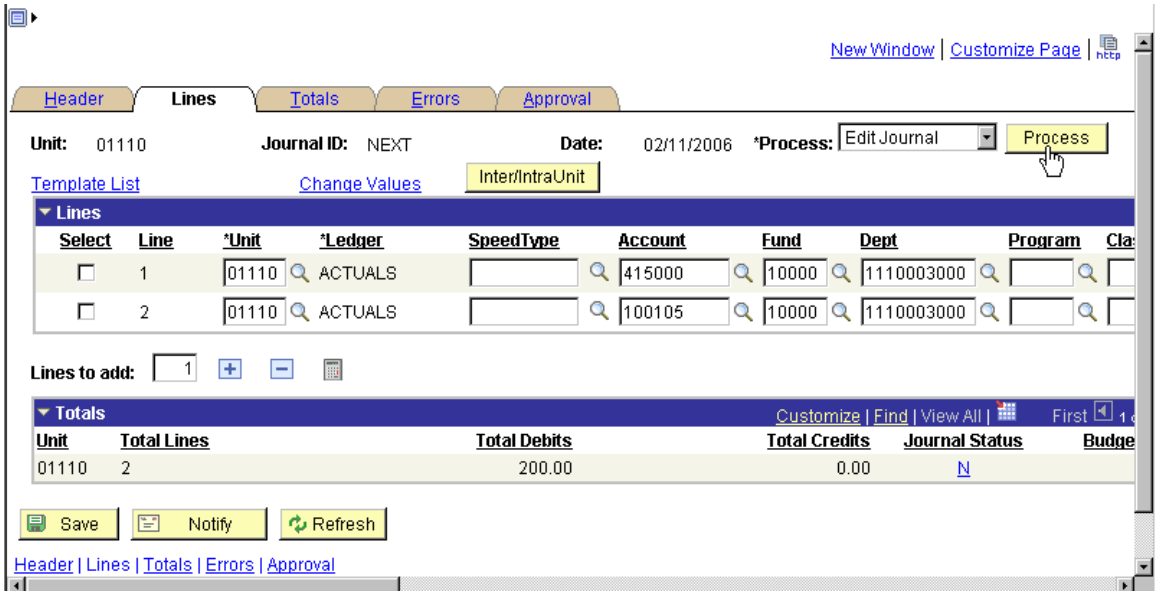


Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

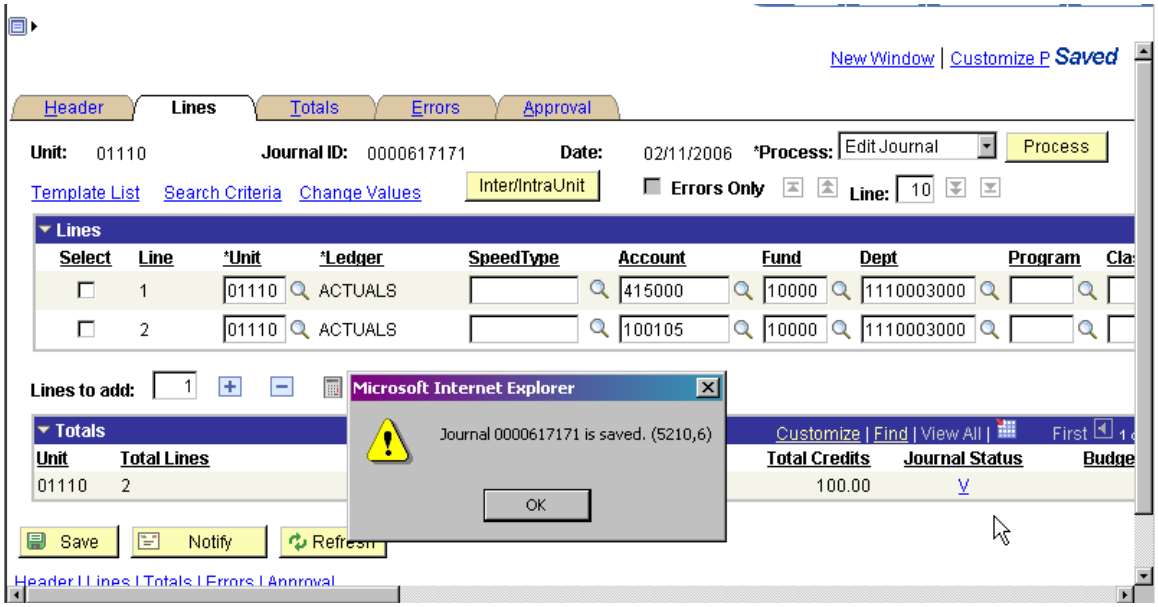
Under Lines; Line 2

- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1
- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** - leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

Next to Process choose Edit Journal



Click the Process Button



Journal entry has been saved and edited. A Journal ID has been assigned.

Click OK

The journal entry is ready to be picked up by the other department on the VT_BU_TRANSFER Query. Once the other department has entered the responding journal entry, Financial Operations will match them and budget check and post them.

Enter an Initiating Transfer of Receipt Journal Entry (TSF) is Complete.

Enter a Responding Transfer of Receipt Journal Entry (TSF)

Situation when this function is used: One business unit receives and posts receipts in VISION that belong to another business unit. The business unit (sending) transfers the receipts to the business unit (receiving) that they belong to. Your department has run the VT_BU_TRANSFER Query and seen that the other department has initiated the transfer.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value

Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

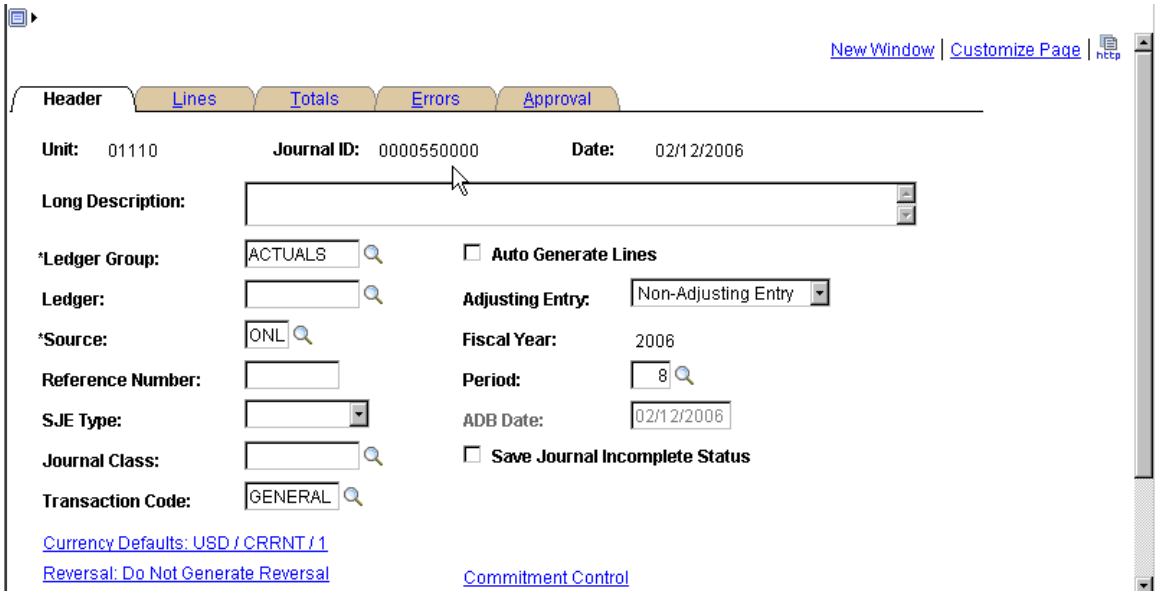
Enter Journal ID

- Enter Journal ID from VT_BU_TRANSFER Query

Enter Journal Date

- Enter Journal Date from the VT_BU_TRANSFER Query

Click the ADD button



The Header Page loads with the journal ID entered. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. Save Journal Incomplete Status defaults as unchecked.

Enter a Long Description

- Include detailed description of what the transfer is doing including receipt, where the receipt came from and deposit id and date from original deposit.

Change the Source to TSF

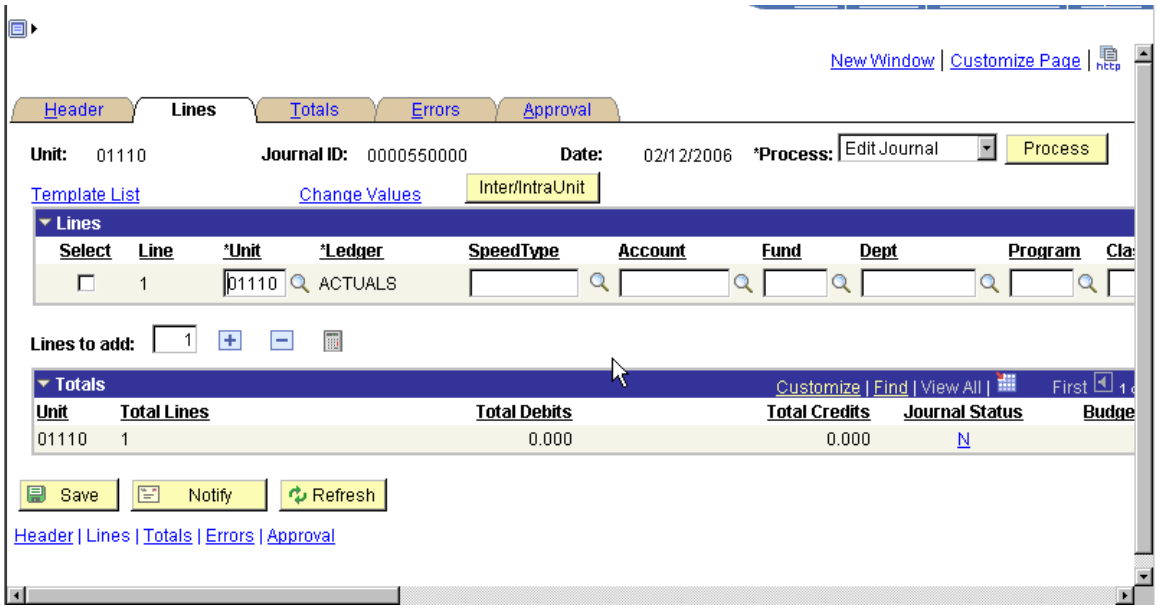
Enter a Reference Number

- Enter the Reference Number from the VT_BU_TRANSFER Query

Enter Journal Class (Required if it relates to a Prior Fiscal Year)

- PY

Click on the LINES Tab



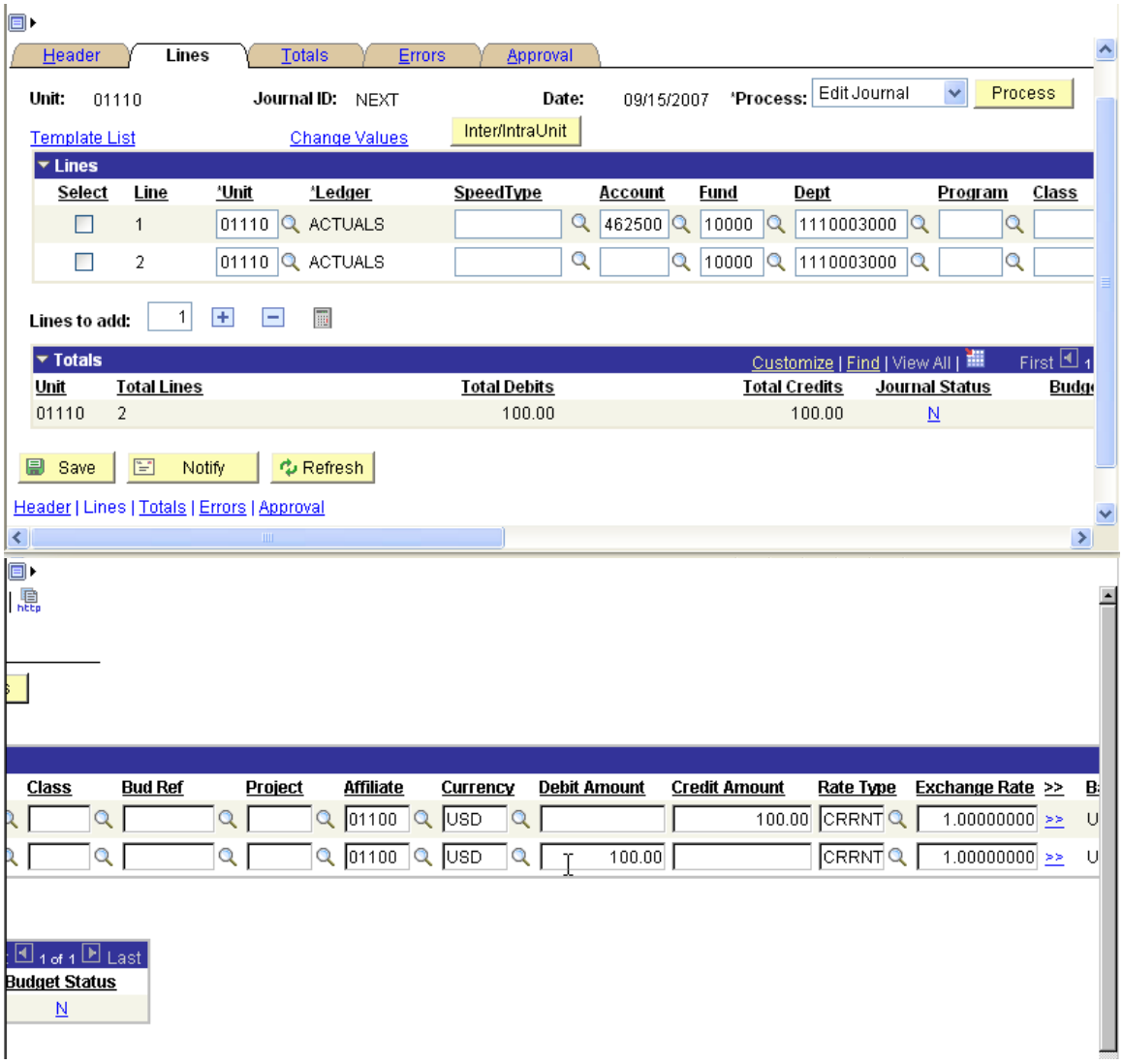
The Lines page loads. In the Lines box, business unit and ledger defaults from the header page.

Under Lines; Line 1

- **Enter account** - If you are the sender use the revenue account that was used on the original deposit, If you are the receiver use the appropriate revenue account for the receipt
- **Enter Fund** – If you are the sender use the fund that was used on the original deposit, If you are the receiver use the appropriate fund for the receipt
- **Enter Deptid** – If you are the sender use the deptid that was used on the original deposit, If you are the receiver use the appropriate deptid for the receipt
- **Enter Class** – If you are the sender use the class that was used on the original deposit, If you are the receiver use the appropriate class for the receipt
- **Enter Program** – If you are the sender use the program that was used on the deposit, If you are the receiver use the appropriate program for the receipt
- **Enter Project/Grant** – If you are the sender use the project/grant that was used on the original deposit, If you are the receiver use the appropriate project/grant for the receipt
- **Enter Affiliate** – Enter Business Unit of department from the VT_BU_TRANSFER Query
- **Enter Debit Amount** – If you are the receiver leave blank, if you are the sender enter amount of the receipt here

- **Enter Credit Amount** – If you are the receiver enter amount of the receipt here, if you are the sender leave blank

Click the + sign next to the lines to add box



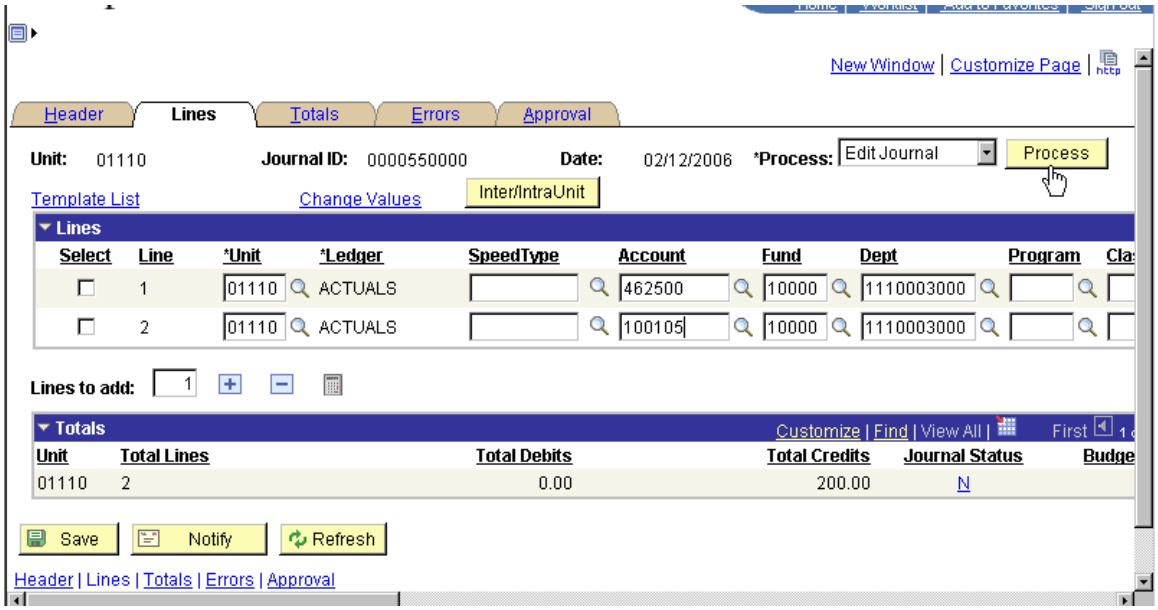
Line 2 is added. All chartfields from line 1, except account, are defaulted in line 2. The amount in line 2 defaults to balance the journal.

Under Lines; Line 2

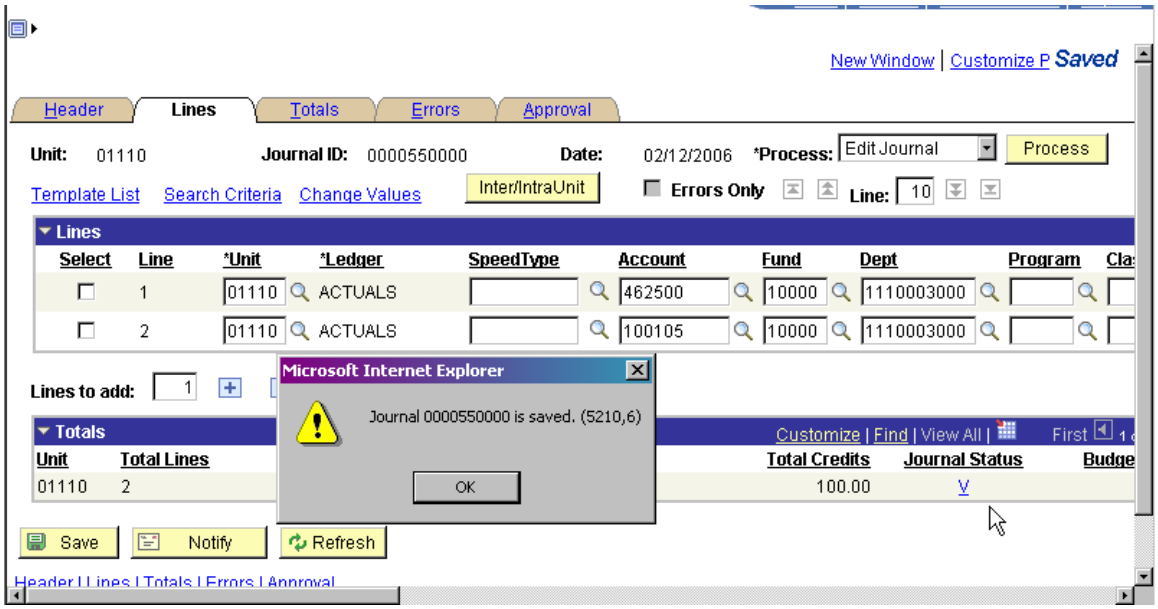
- **Enter account** - enter account 100105
- **Enter Fund** – leave as default from line 1
- **Enter Deptid** – leave as default from line 1
- **Enter Class** – leave as default from line 1

- **Enter Program** – leave as default from line 1
- **Enter Project/Grant** – leave as default from line 1
- **Enter Affiliate** - leave as default from line 1
- **Enter Debit Amount** – leave as default, which balances the journal
- **Enter Credit Amount** – leave as default, which balances the journal

Next to Process choose Edit Journal



Click the Process Button



Journal entry has been saved and edited. Journal status is V.

Click OK

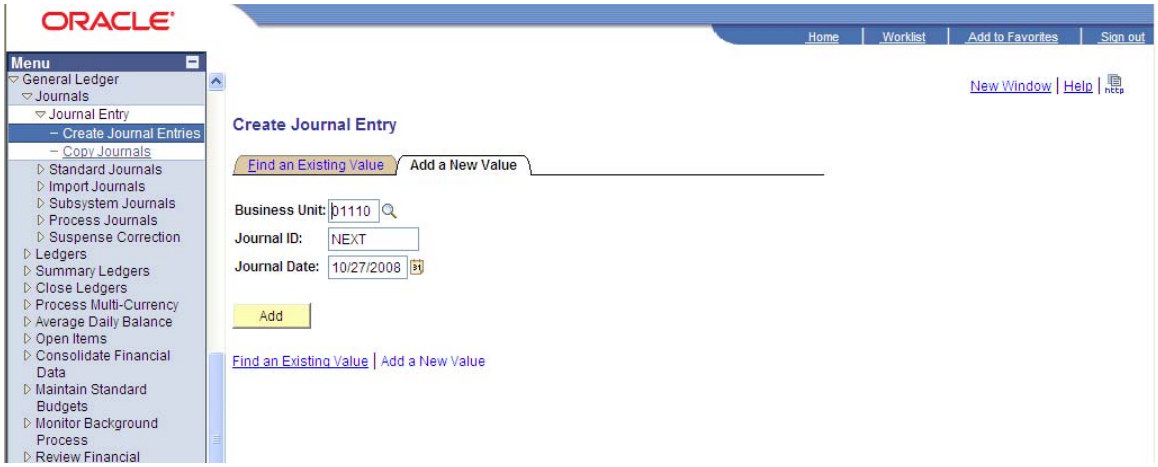
The journal entry is ready to be picked up by Financial Operations and matched to the other department's journal. Both will be budget checked and posted by Financial Operations.

Enter a Responding Transfer of Receipt Journal Entry (TSF) is Complete.

Enter an Intraunit Transfer Journal Entry (ONL) to Period 998

Situation when this function is used: Period 998 is the adjustment period used at year-end to record transfers and corrections to the year ending books after June 30.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

Enter Journal ID

- leave as NEXT **or**
- if you are correcting a previously enter Journal ID, you may change the Journal ID to be the same as the one you are fixing **(Note: journal date must be different than the original journal)**

Enter Journal Date

- June 30, (year just ended)

Click the ADD button

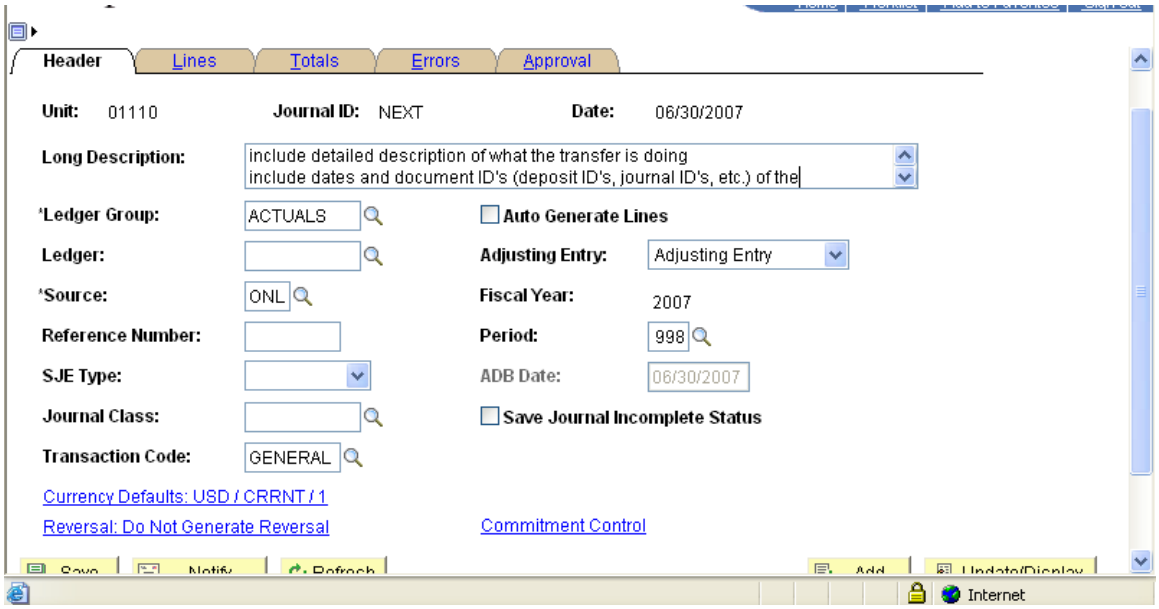
The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

Enter a Long Description

- Include detailed description of what the transfer is doing.
- Include dates and document ID's (Deposit ID's, Journal ID's etc) of the transactions that are being corrected.

Change Adjusting Entry

- Use drop down and choose Adjusting Entry



The Fiscal Year will be the fiscal year just ended and the Period will change to 998.

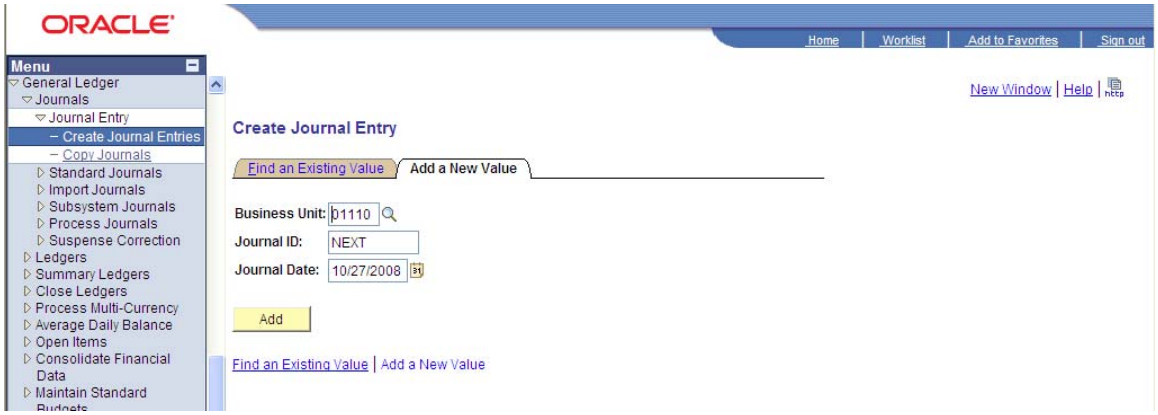
You may now go to the lines page to finish your journal. Your journal will be available to post to period 998 once the lines have been entered and it has been edited and budget checked.

Enter an Intraunit Transfer Journal Entry (ONL) to Period 998 is Complete.

Enter a Journal Entry (ONL) to the ACCRL/ADJ Ledger – Internal Service Funds and Enterprise Funds and Fiduciary Funds Only

Situations when this function is used: Entries are made to the ACCRL/ADJ ledger by Internal Service Funds, Enterprise Funds, and Fiduciary Funds to record accrual entries at year-end and sometimes during the year.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Add a new Value



Your default BU will appear in the Business Unit field. The Journal ID will default as NEXT. The Journal Date will default as the current date.

Enter Business Unit

- leave as default **or**
- enter the appropriate business unit

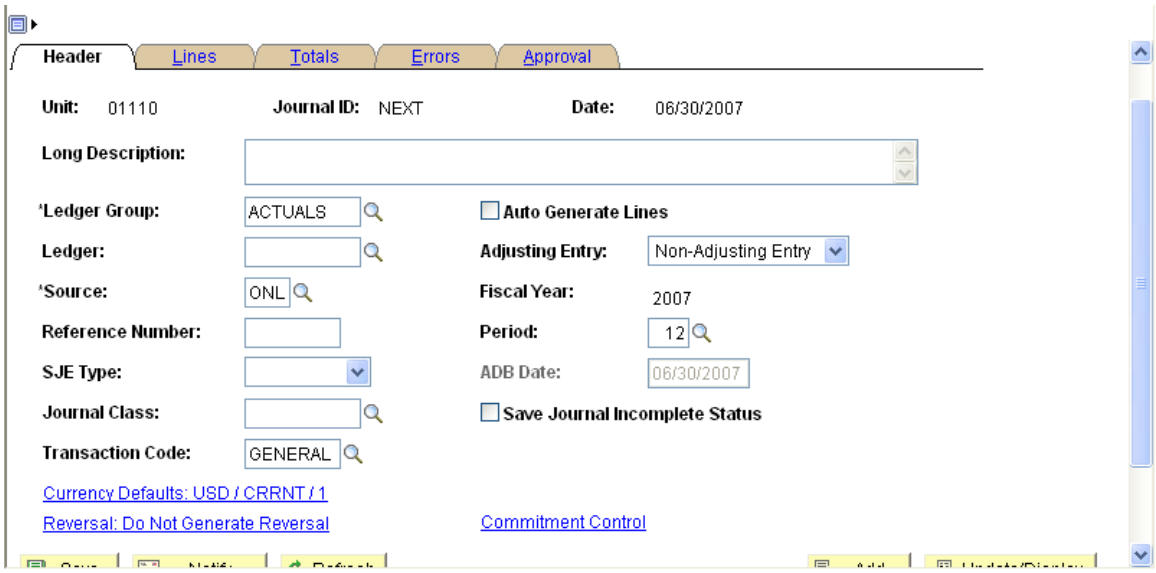
Enter Journal ID

- leave as NEXT **or**
- if you are correcting a previously entered Journal ID, you may change the Journal ID to be the same as the one you are fixing **(Note: journal date must be different than the original journal)**

Enter Journal Date

- Should be June 30th date and then reversed on July 1st.

Click the ADD button



The Header Page loads. The ledger Group will default as ACTUALS. The Source defaults as ONL. Adjusting Entry defaults to Non-Adjusting Entry. The Transaction Code defaults to GENERAL. The fiscal year and period default based on the Date. Save Journal Incomplete Status defaults as unchecked.

Enter a Long Description

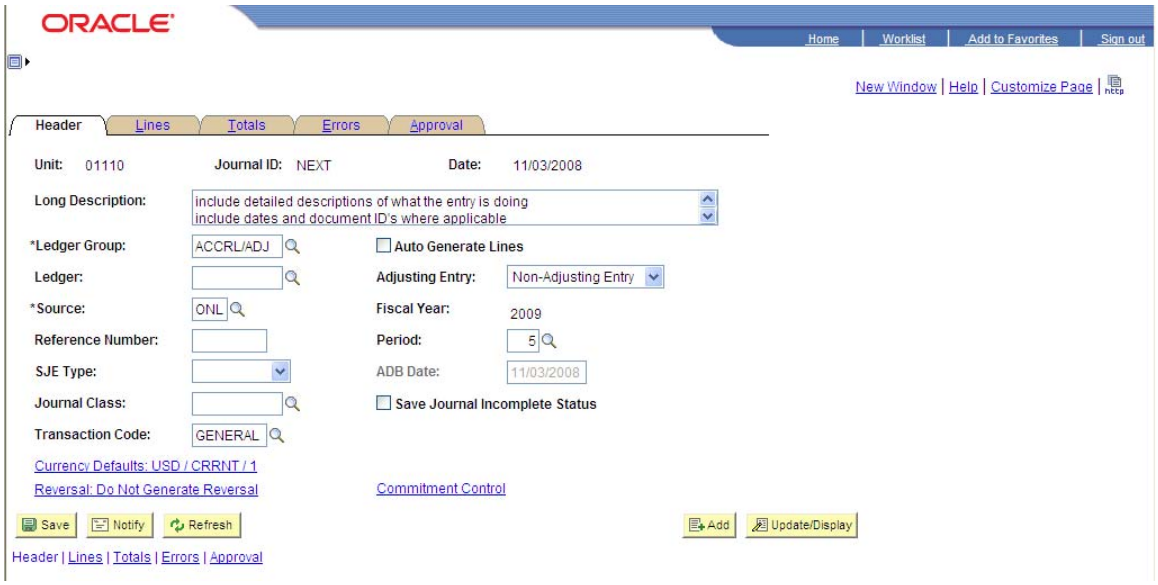
- include detailed description of what the entry is doing
- include dates and document ID's where applicable

Ledger Group

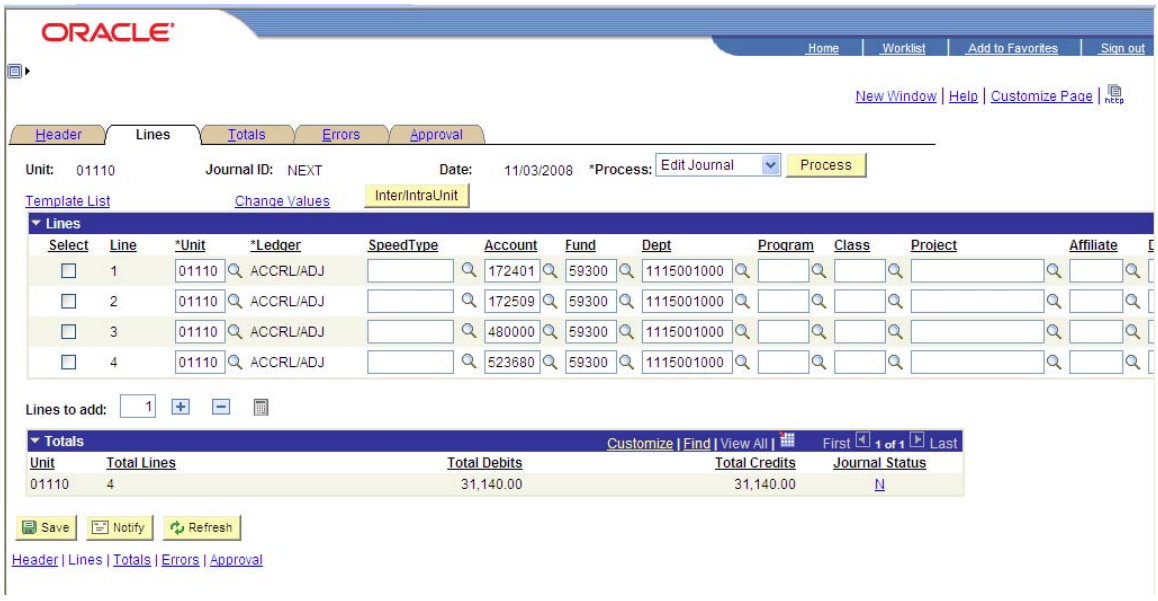
- Use drop down and choose ACCRL/ADJ

Adjusting Entry

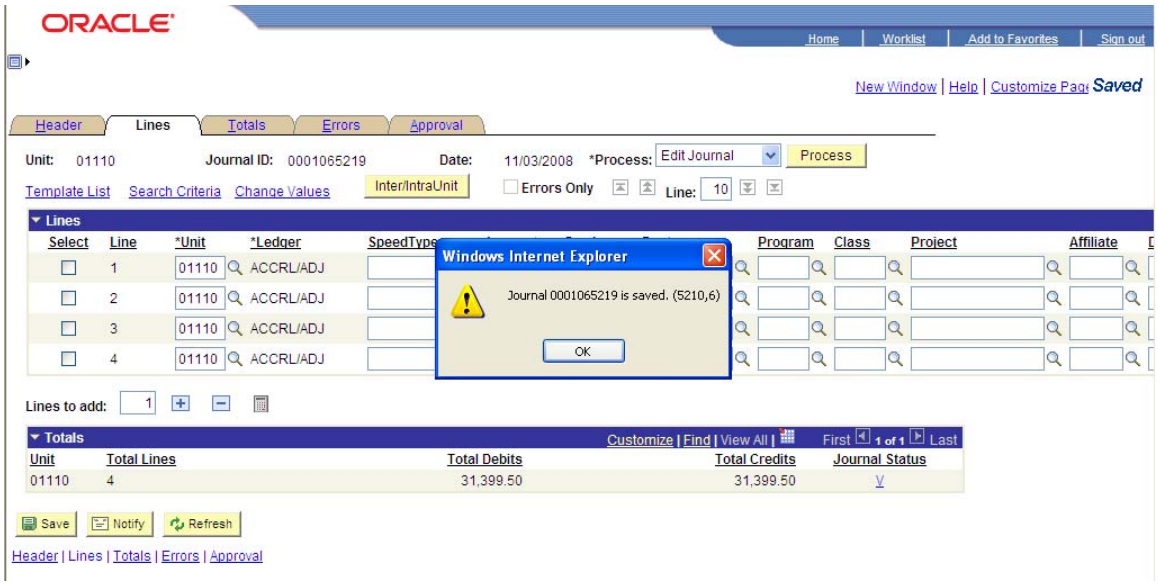
- Leave as non-adjusting entry or click on drop down and choose adjusting entry to post to period 998 if journal is a year end adjusting journal entry.



You may now go to the lines page to finish your journal.



Click on the Process button next to Edit Journal



A message displays saying the journal has been saved and a journal number is assigned.

The journal now has a Journal Status = V

The journal can now be posted or the overnight batch process will post the journal.

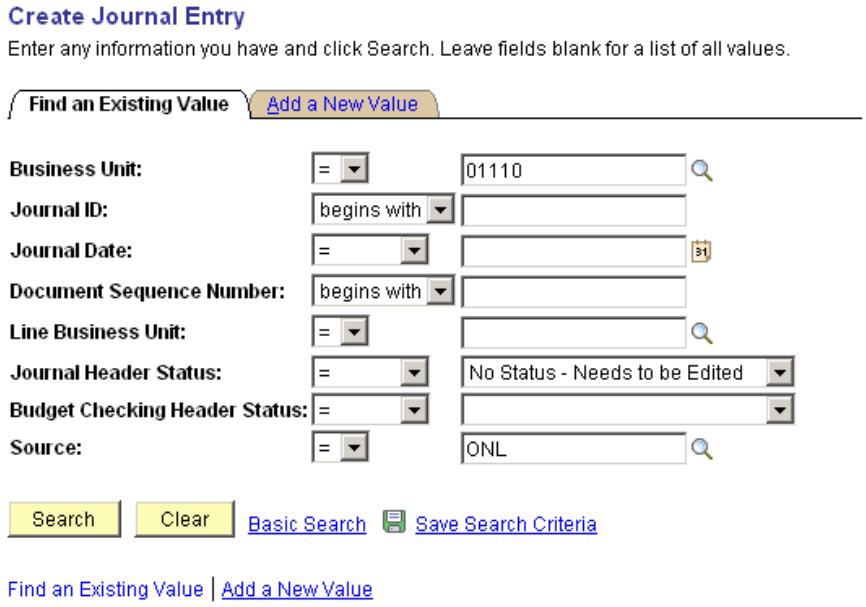
Important Note: ACCRL/ADJ journals do not budget check. They are just edited and posted.

Enter a Journal Entry (ONL) to the ACCRL/ADJ Ledger – Internal Service Funds and Enterprise Funds and Fiduciary Funds Only is Complete.

Edit a saved journal entry

Situations when this function is used: A journal entry has been saved. The journal needs to be edited so it can be budget checked and posted.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Find an existing value



The Create Journal Entry, Find an Existing Value page loads. Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

Enter Business Unit

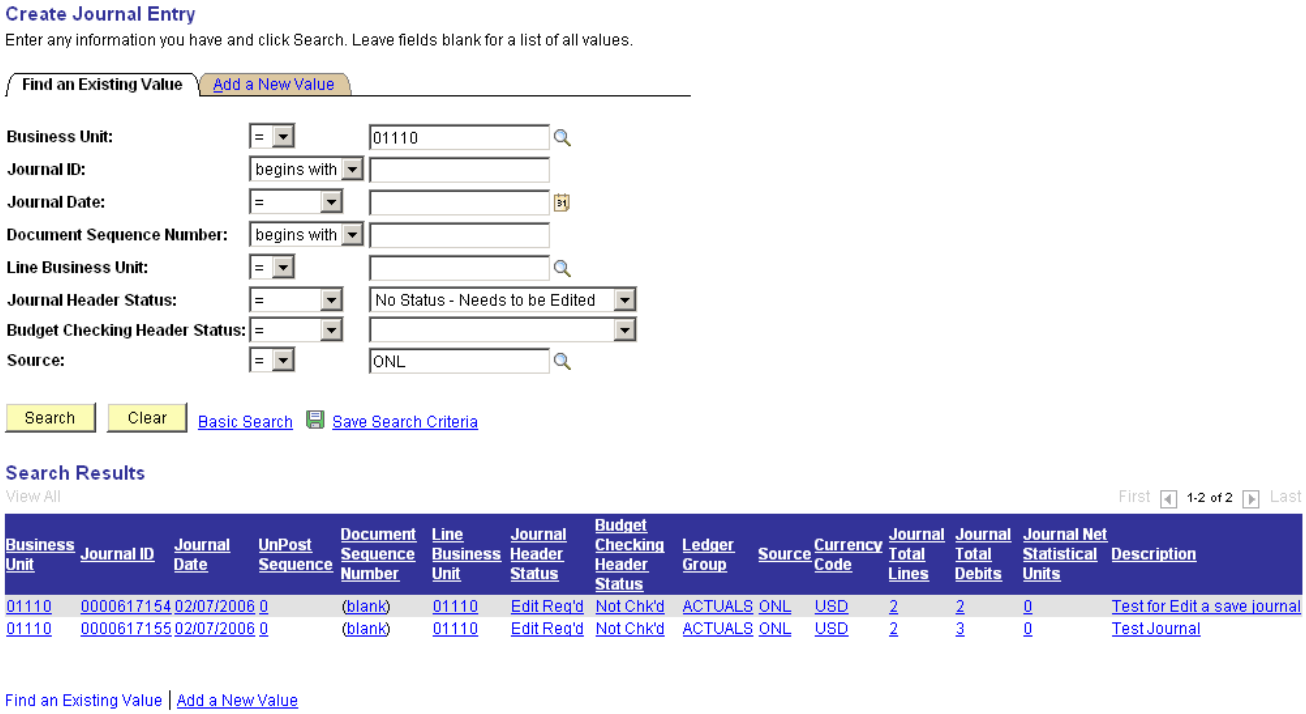
- Leave as default or
- Enter the appropriate Business Unit

Enter Journal Header Status: = No Status-Needs to be Edited

Enter Source

- Leave as Default or
- Enter the appropriate Source

Click on the Search button.

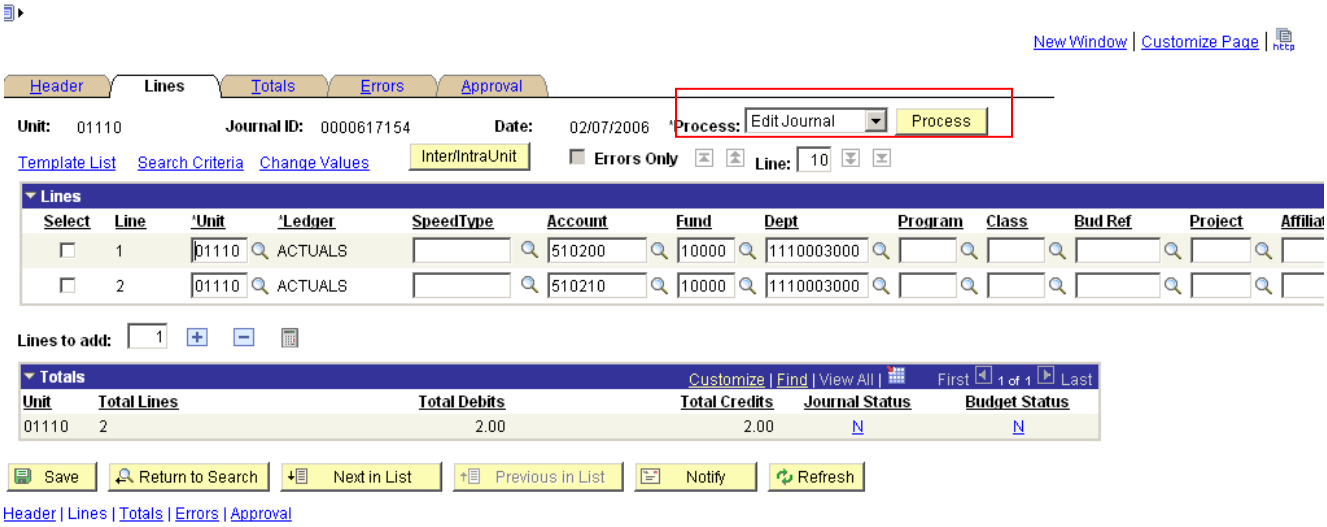


A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically open.)

Click any hyperlinks in the line for the journal that you want to edit.

The Journal Header page loads.

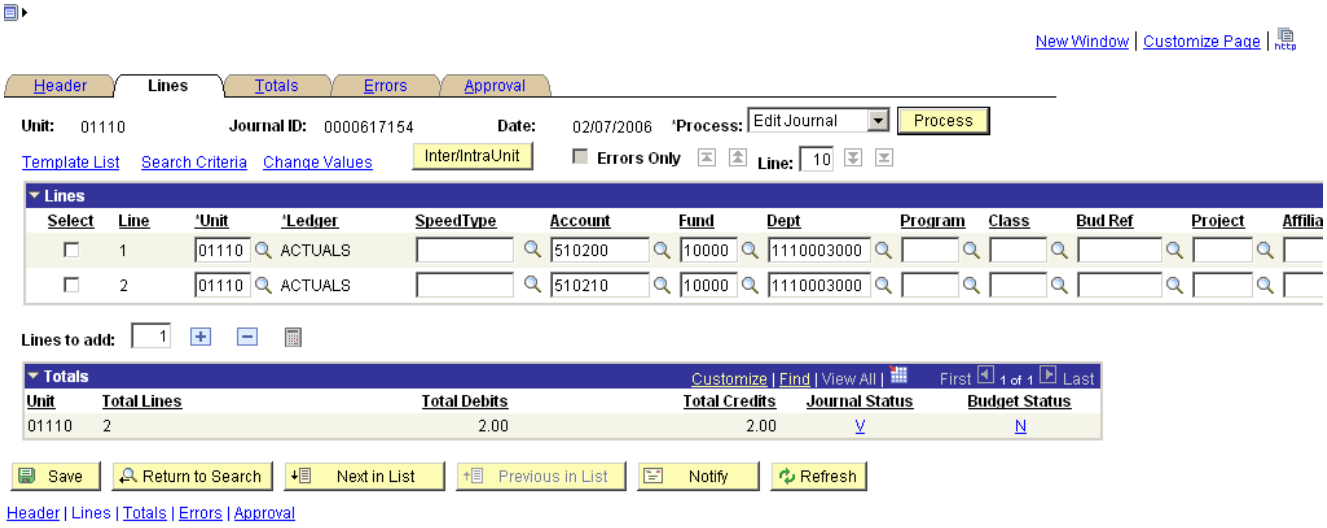
Click on the Lines tab



The Journal Lines page loads.

Choose Process: Edit Journal

Click on the Process button



The journal has been edited. Under Totals, Journal Status is V, Budget Check status is N.

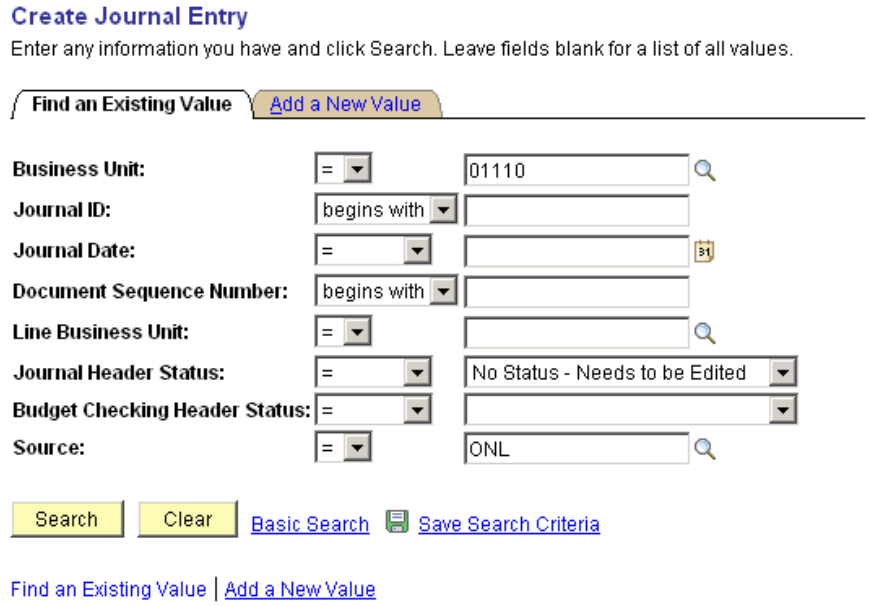
The journal is ready to be budget checked.

Edit a Saved Journal Entry is Complete.

Budget Check a Journal

Situations when this function is used: A journal entry has been edited. The journal needs to be budget checked so it can post.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value



The Create Journal Entry, Find an Existing Value page loads. Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

Enter Business Unit

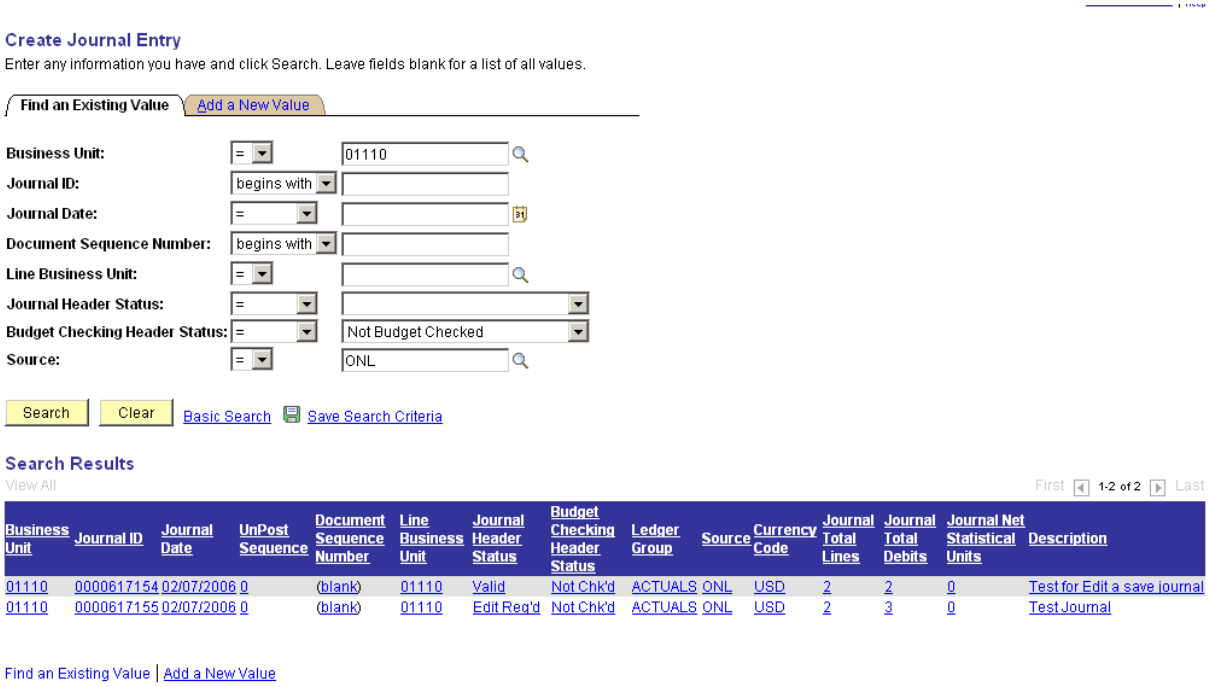
- Leave as default or
- Enter the appropriate Business Unit

Enter Budget Checking Header Status: = Not Budget Checked

Enter Source

- Leave as Default or
- Enter the appropriate Source

Click on the Search button.

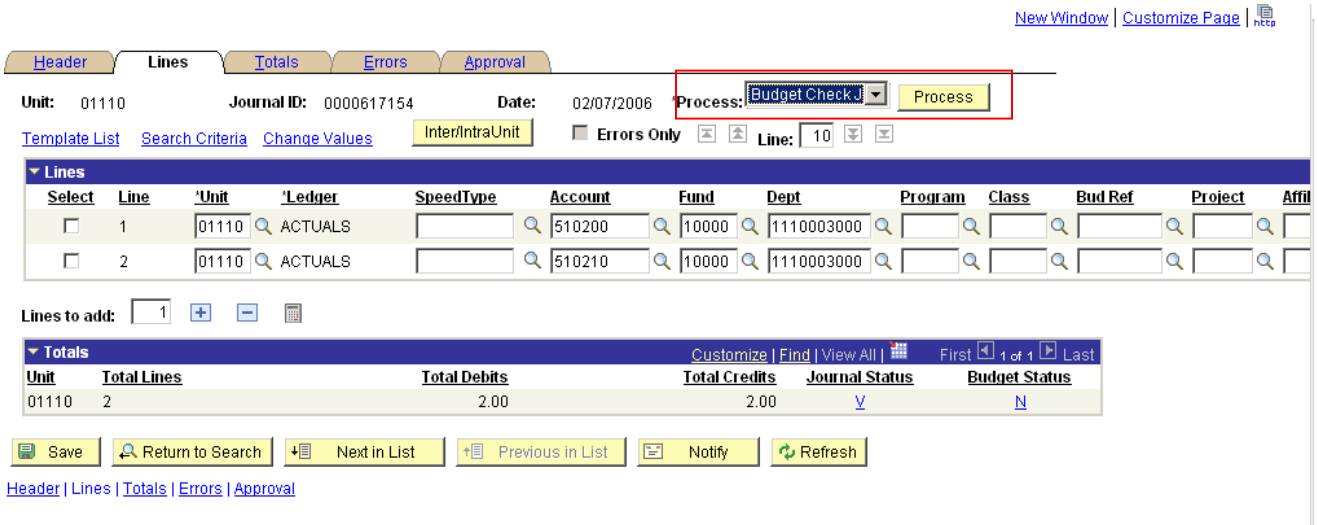


A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically open.)

Click any hyperlinks in the line for the journal that you want to budget check.

The Journal Header page loads.

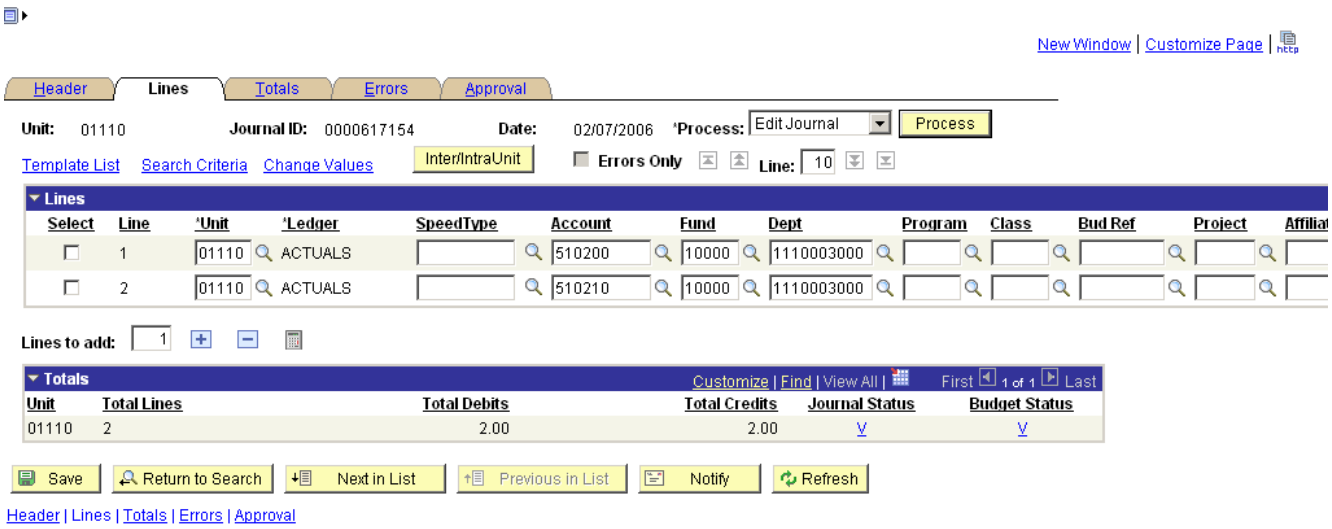
Click on the Lines tab



The Journal Lines page loads.

Choose Process: Budget Check Journal

Click on the Process button



The journal has been budget checked. Under Totals, Journal Status is V, Budget Check status is V.

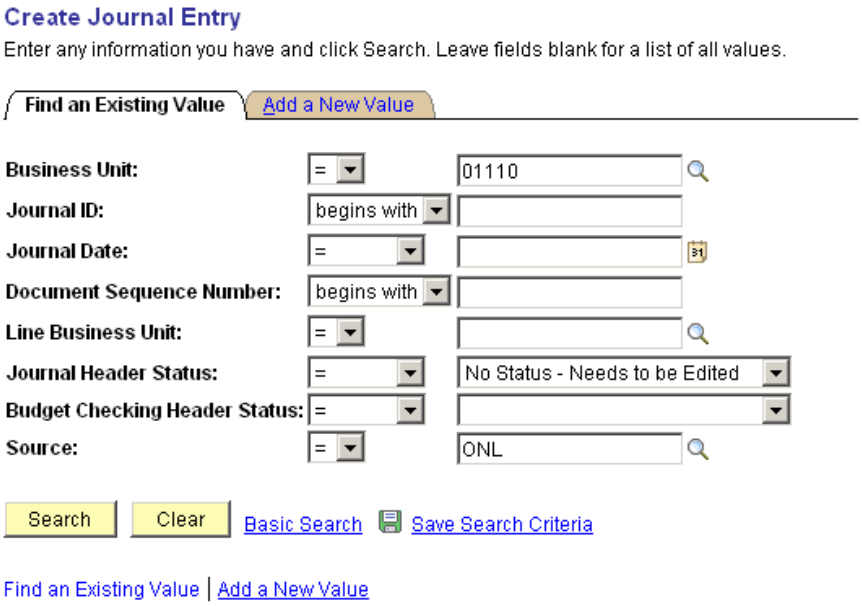
The journal is ready to be posted.

Budget Check a Journal is Complete.

Post a Journal

Situations when this function is used: A journal entry has been edited and budget checked. The journal will post in the nightly process or the journal can be posted immediately.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value



The Create Journal Entry, Find an Existing Value page loads. Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

Enter Business Unit

- Leave as default or
- Enter the appropriate Business Unit

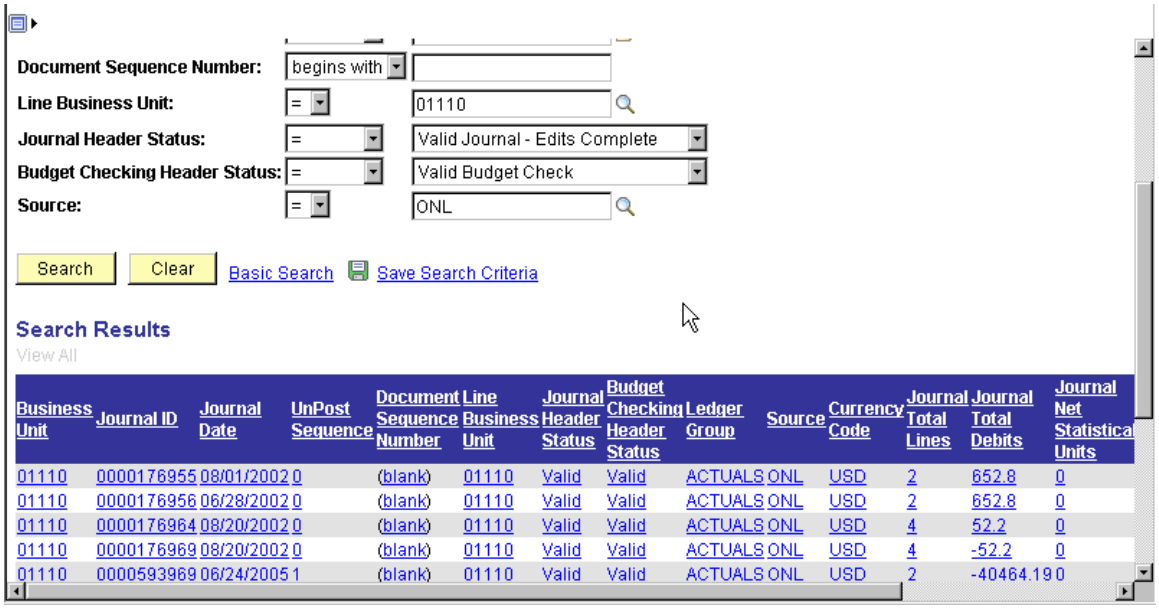
Journal Header Status = Valid Journals-Edits Complete

Budget Checking Header Status = Valid Budget Check

Enter Source

- Leave as Default or
- Enter the appropriate Source

Click on the Search button.

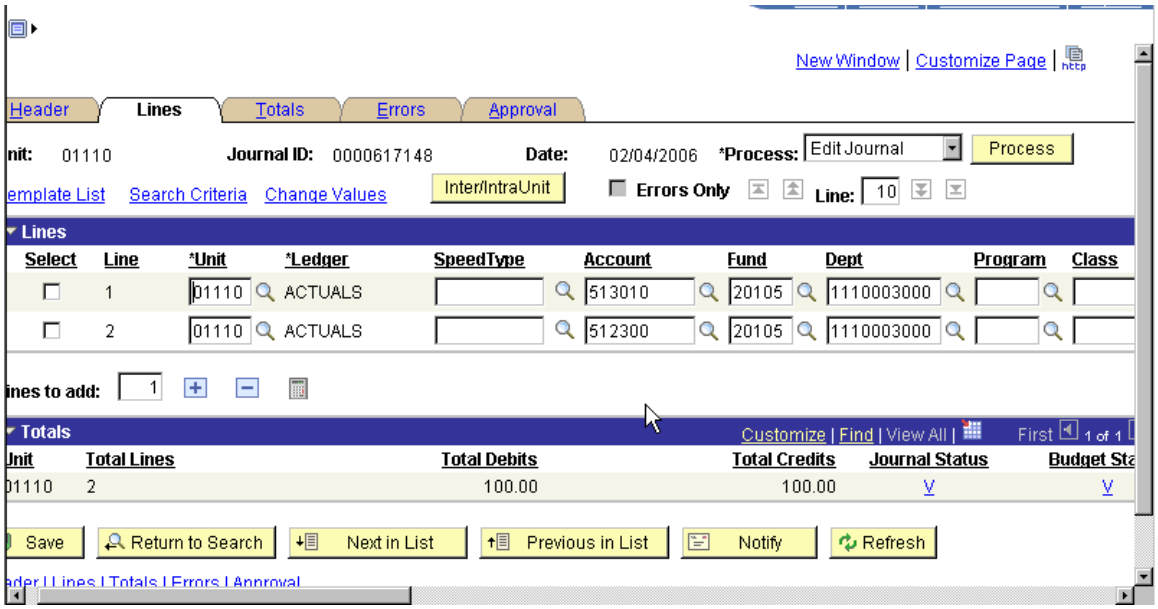


A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically open.)

Click any hyperlinks in the line for the journal that you want to post.

The Journal Header page loads.

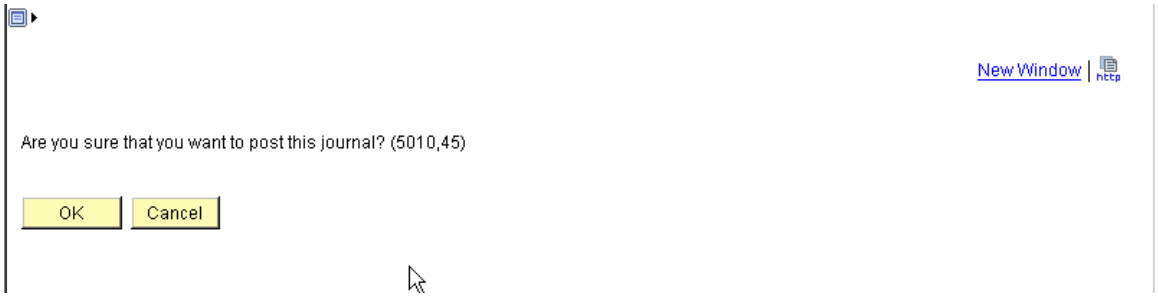
Click on the Lines tab



The Journal Lines page loads.

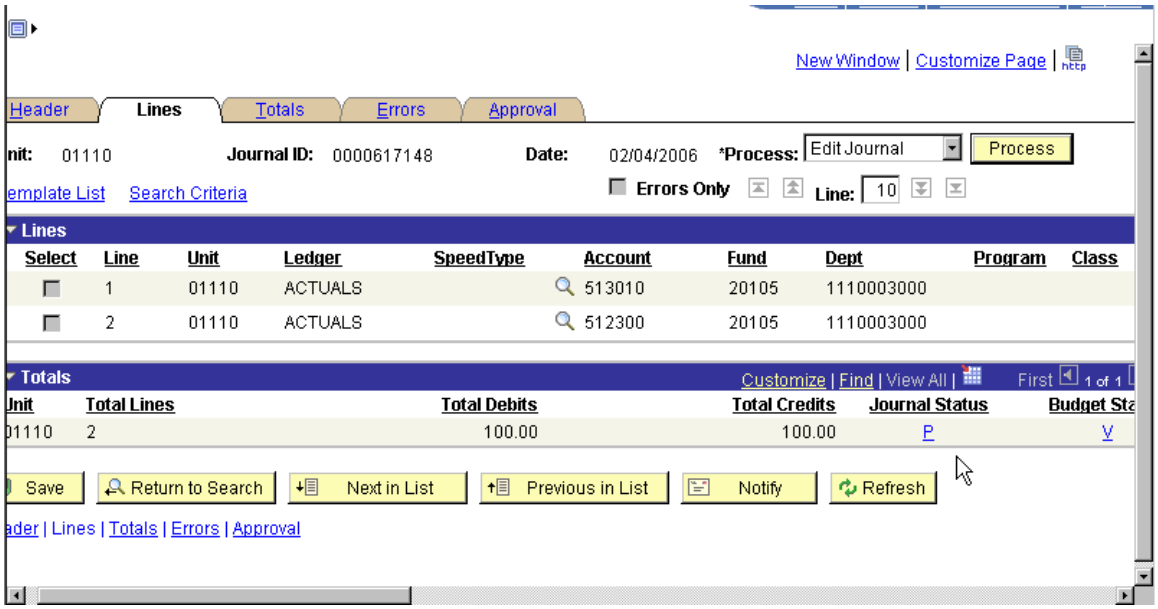
Choose Process: Post Journal

Click on the Process button



Message page loads.

Click OK



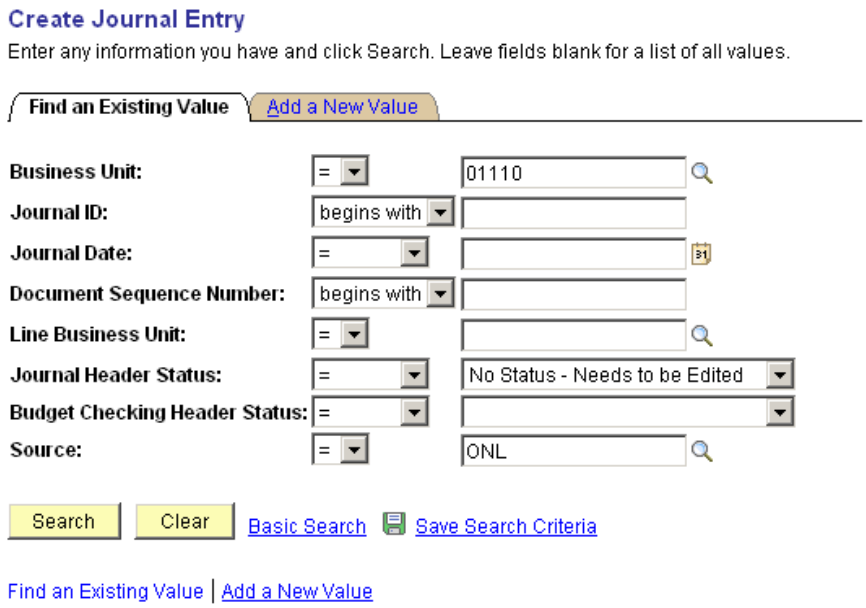
Journal is posted. Journal Status is P.

Post a Journal is Complete.

Copy a Journal Entry

Situations when this function is used: A journal needs to be entered that is similar to one already in the system. The copy function can be used to copy the journal and create a new one. This saves on data entry time.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value



The Create Journal Entry, Find an Existing Value page loads. Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

Enter Business Unit

- Leave as default or
- Enter the appropriate Business Unit

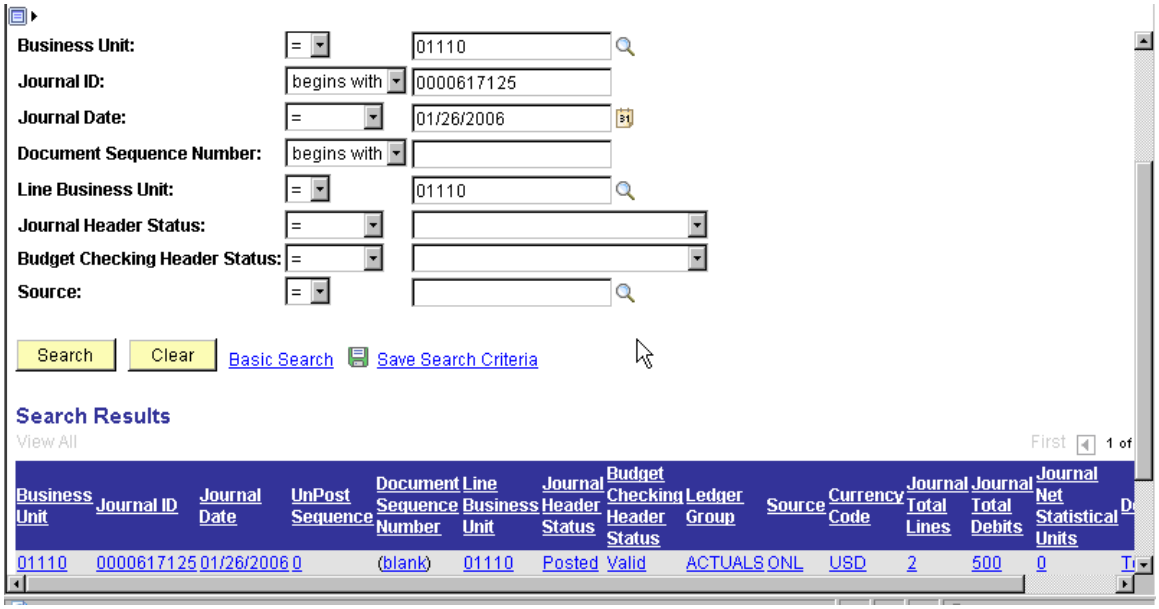
Enter Journal ID

- Journal ID of the journal you want to copy

Enter Journal Date

- Journal date of the journal you want to copy

Click on the Search button.

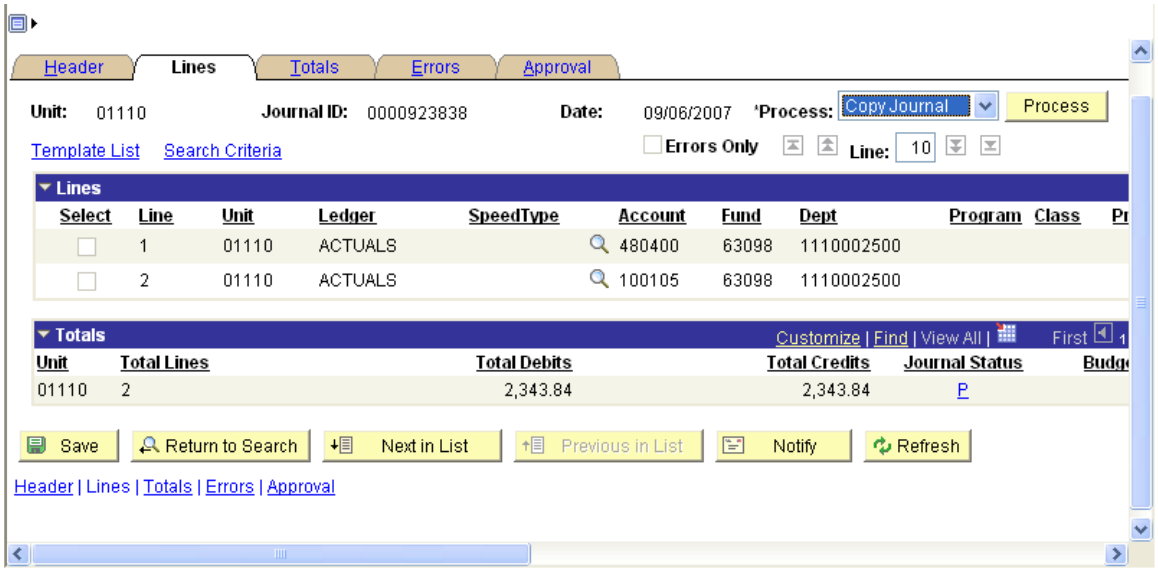


A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically open.)

Click any hyperlinks in the line for the journal that you want to copy.

The Journal Header page loads.

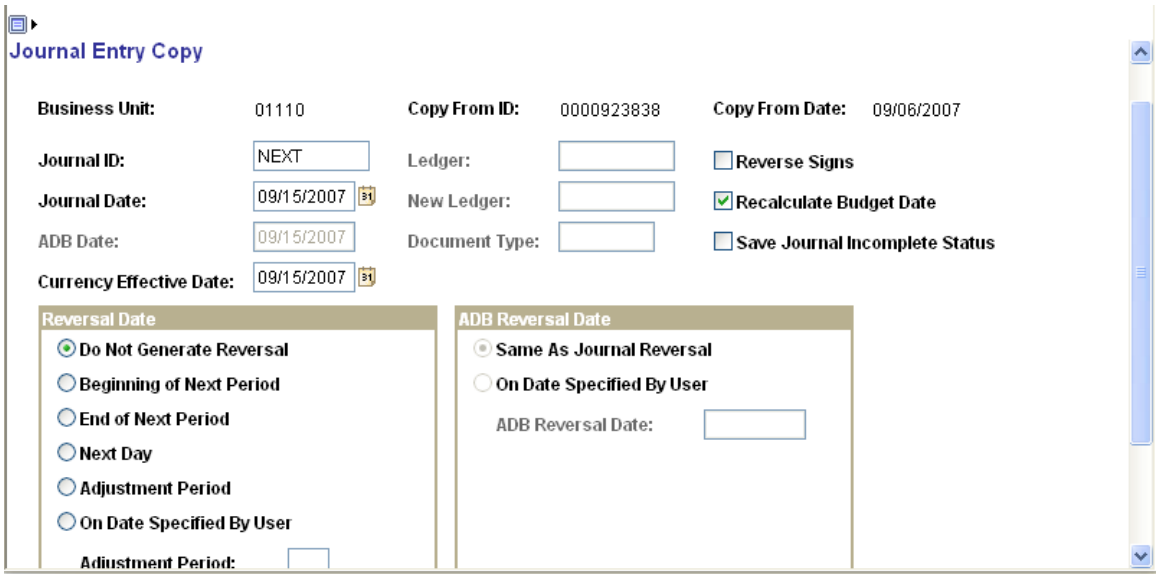
Click on the Lines tab



The Journal Lines page loads.

Choose Process: Copy Journal

Click on the Process button



The Journal Entry Copy Page loads.

Enter Journal ID

- Leave as next **or**
- Enter a journal ID

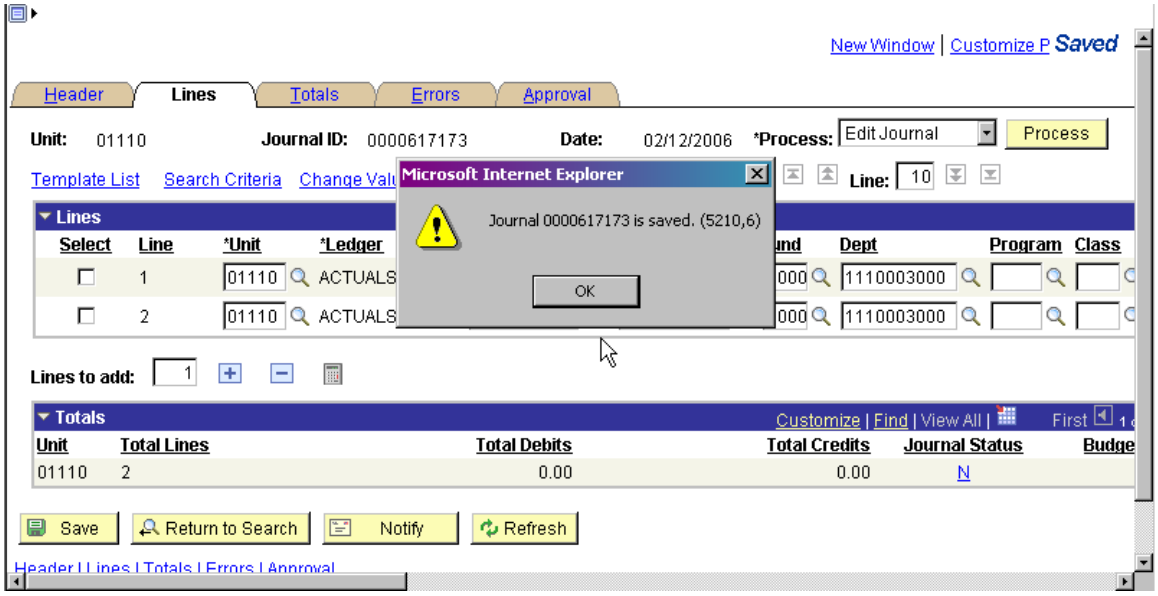
Enter Journal Date

- Leave as current date **or**
- Enter a journal date

Click on Reverse signs – **ONLY** if you want the journal to be an exact opposite of the journal you are copying

Click on Recalculate Budget Date – **MUST** be done on each journal regardless of journal date.

Click OK



The journal Lines page loads with the new journal data and indicates that the new journal has been saved. If the journal ID was left as next, a journal ID has been assigned.

Click OK

Make and changes to journal descriptions, chartfields, amounts, etc.

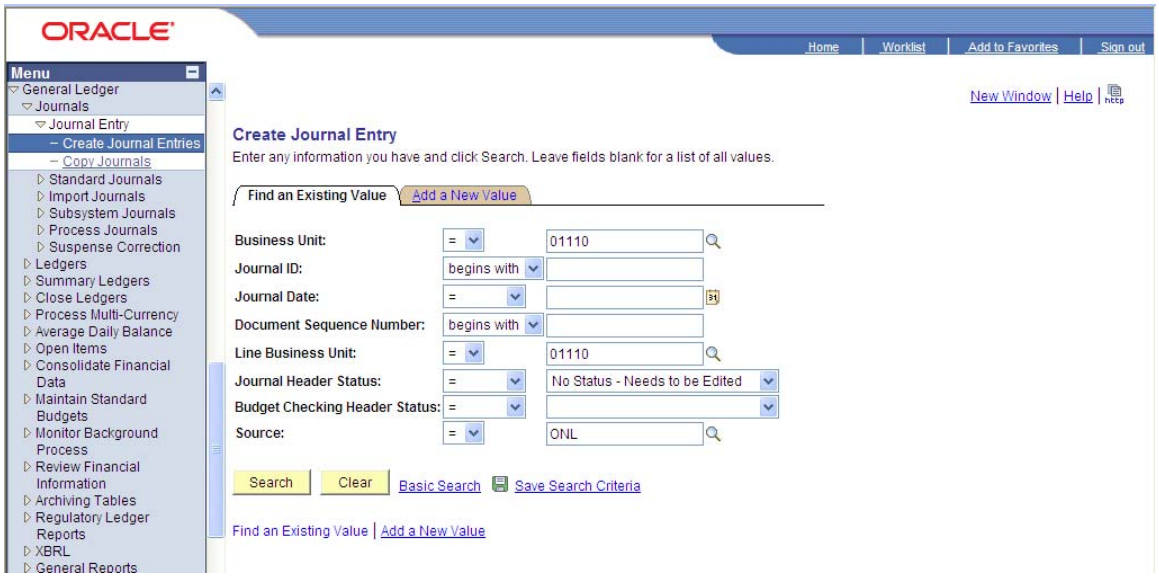
The journal is ready to be edited, budget checked and posted.

Copy a Journal Entry is Complete.

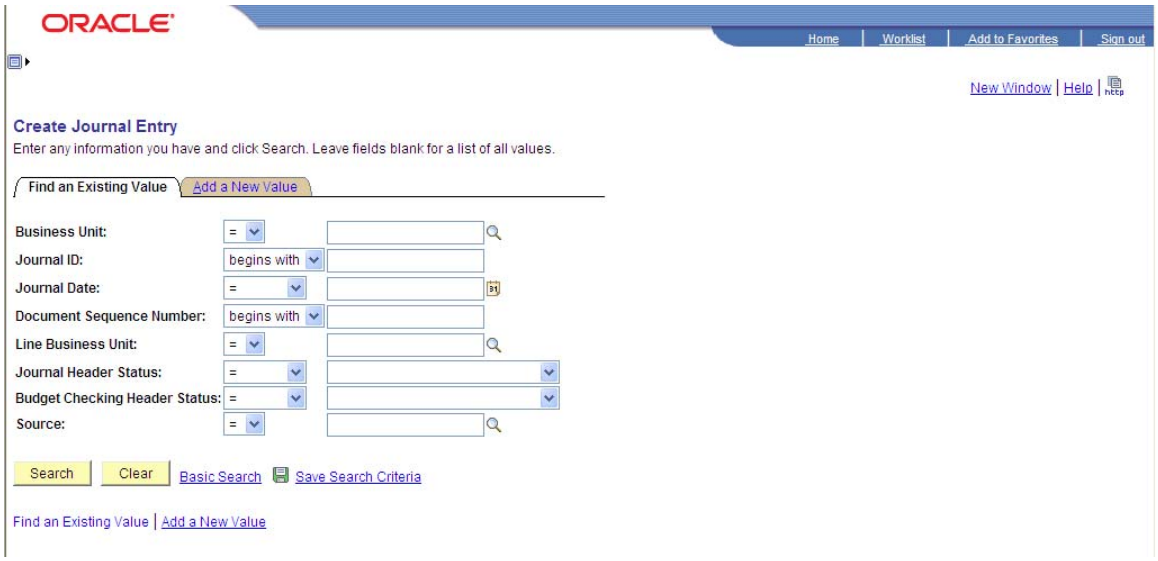
Print a Journal Entry

Situations when this function is used: A printed copy of the journal entry is needed.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value

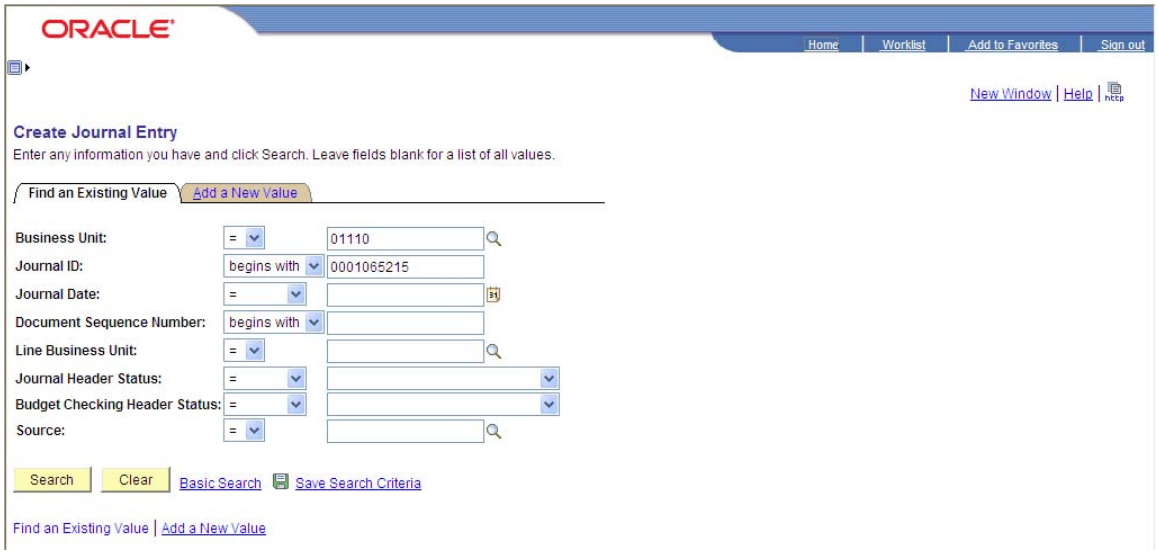


Click on the Clear button

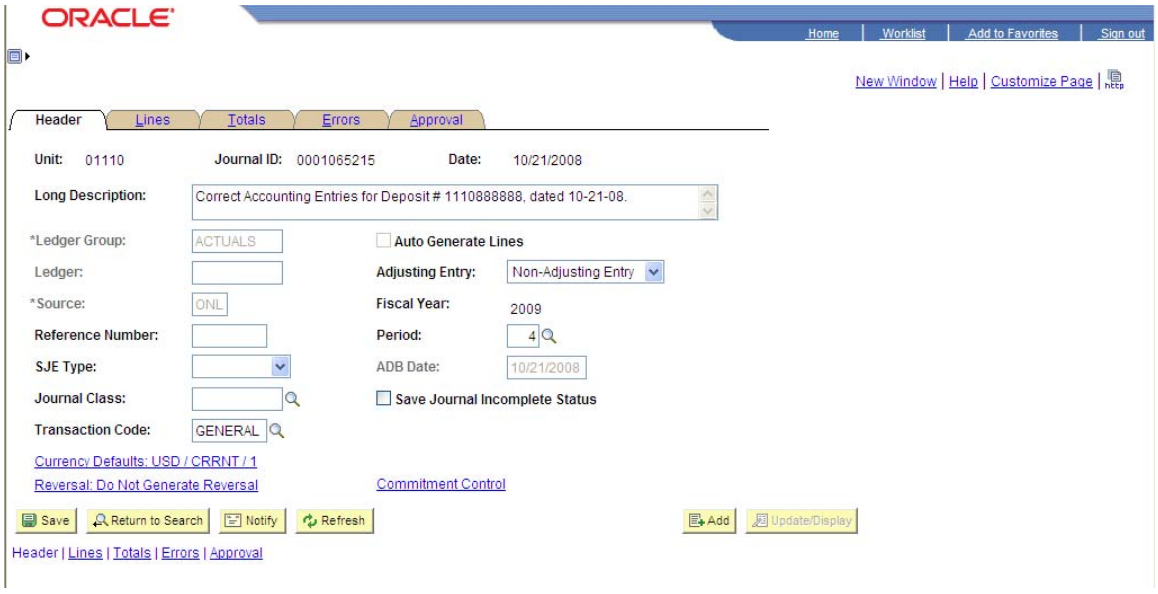


Enter Business Unit

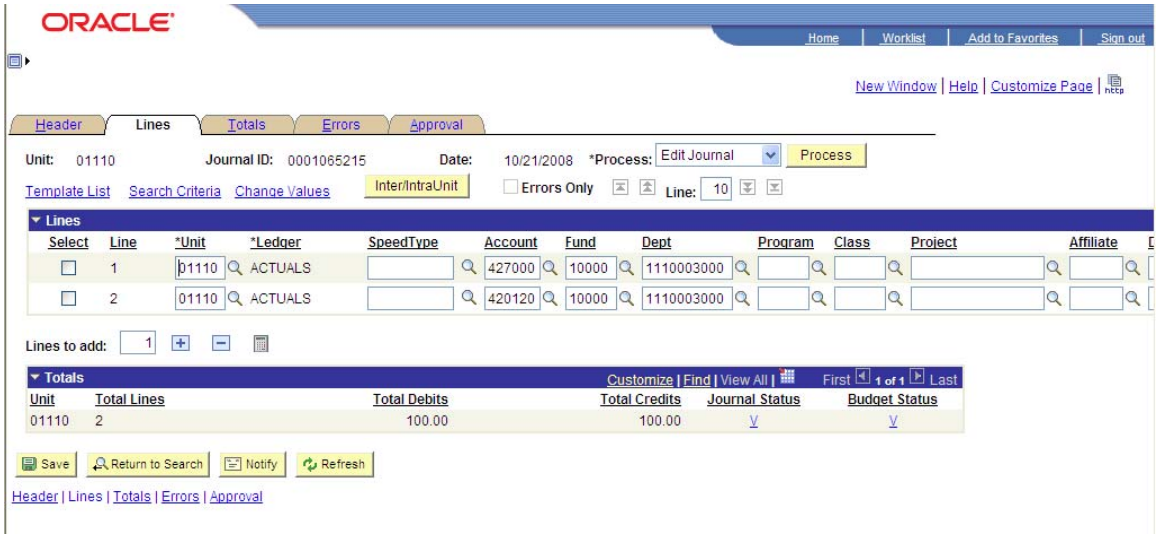
Enter Journal ID – be sure to include the leading zero's



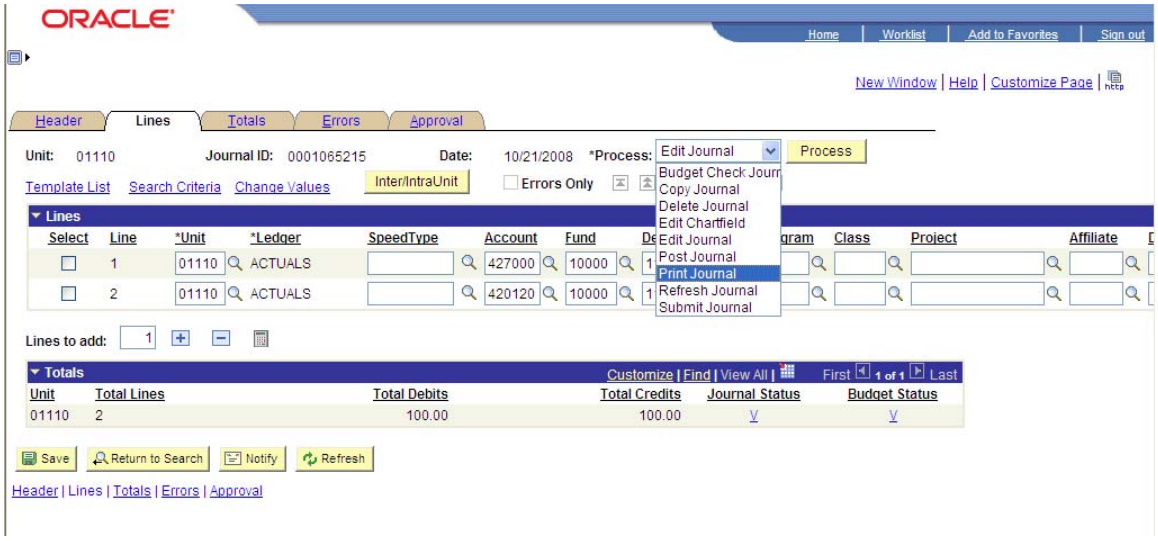
Click Search



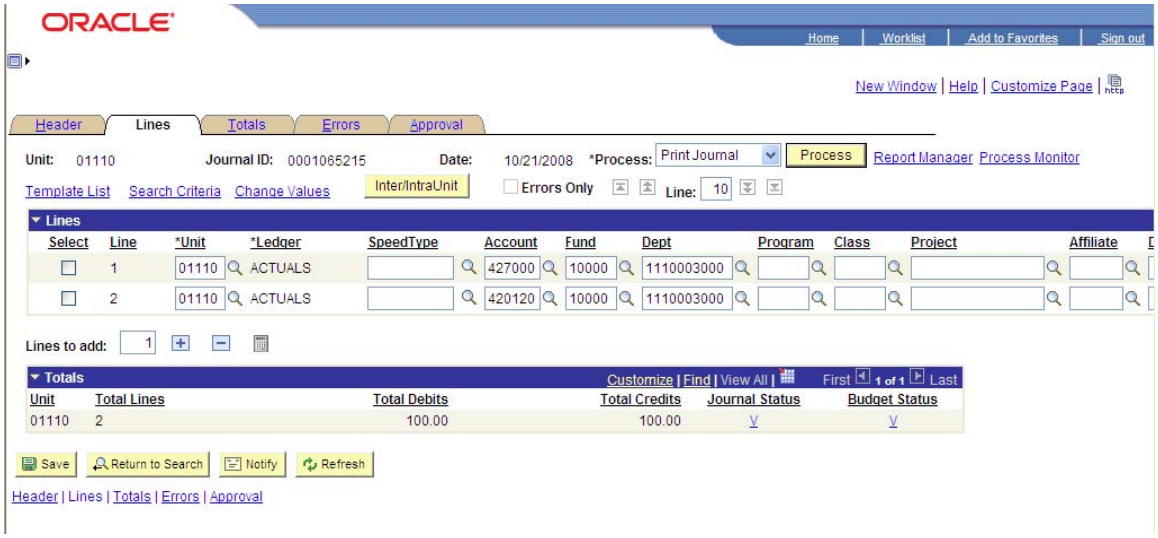
Click on the Lines page



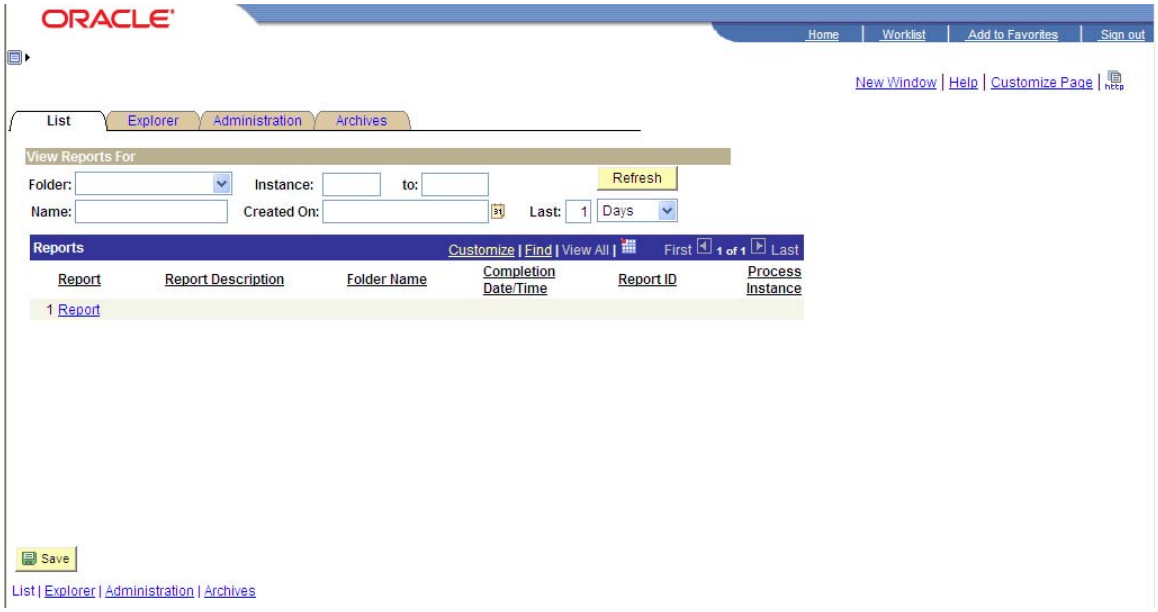
Click on the drop down next to Process and select Print Journal



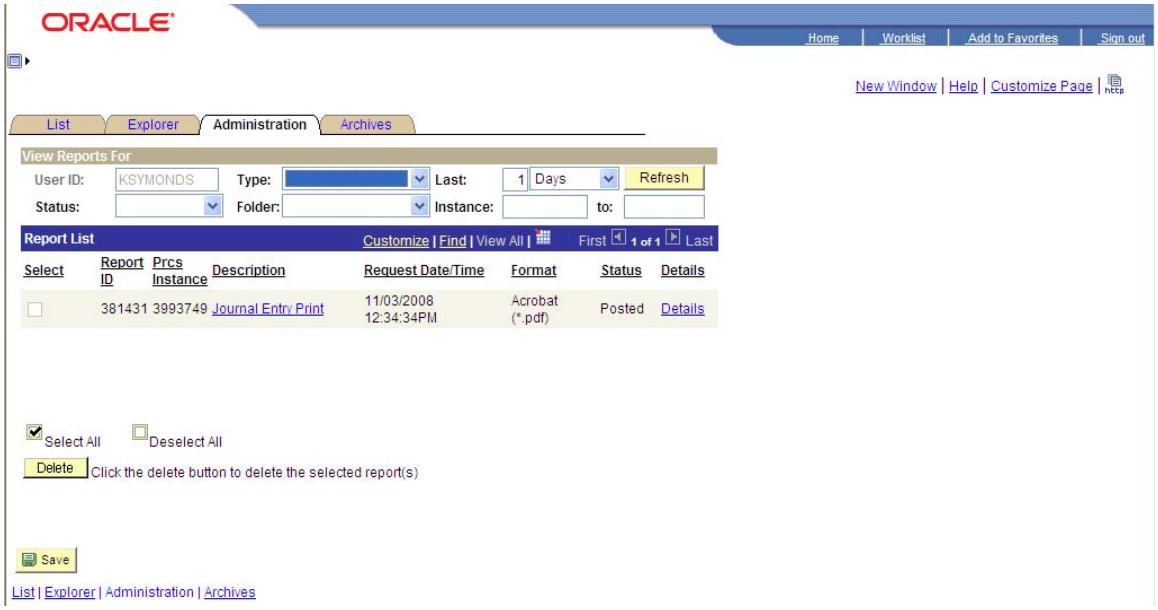
Click on the Process button



Click on Report Manager link

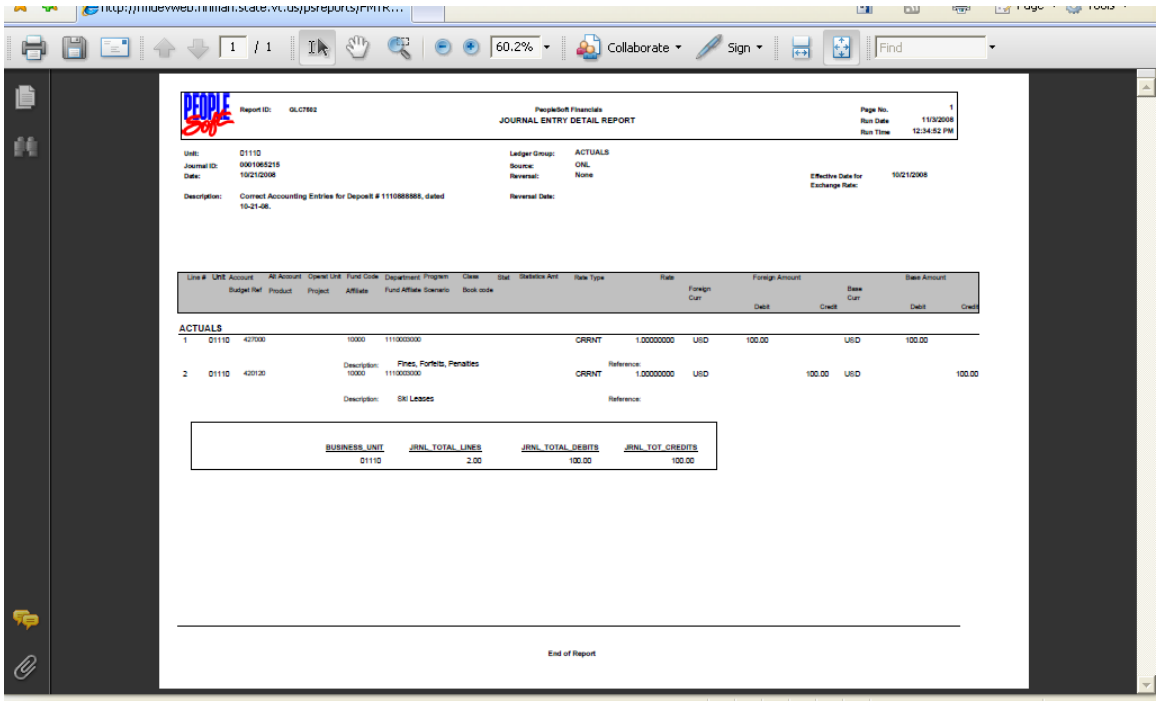


Click on Administration tab



Click Refresh until Status = Posted

Click on Journal Entry Print link under Description



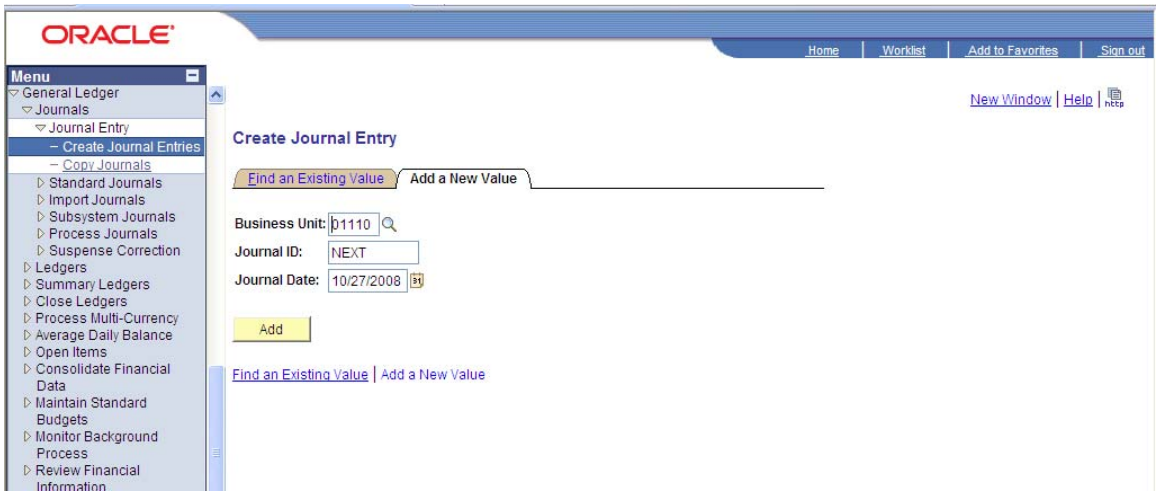
Copy of journal opens. Click on the printer icon to print.

You have completed Printing a Journal.

Deleting a Journal Entry

Situations when this function is used: A journal has been entered in error. As long as the journal has not been posted, it can be deleted.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value



The Create Journal Entry, Find an Existing Value page loads. Business Unit and Line Business Unit will default in as your default business unit. Source will default as ONL.

Enter Business Unit

- Leave as default or
- Enter the appropriate Business Unit

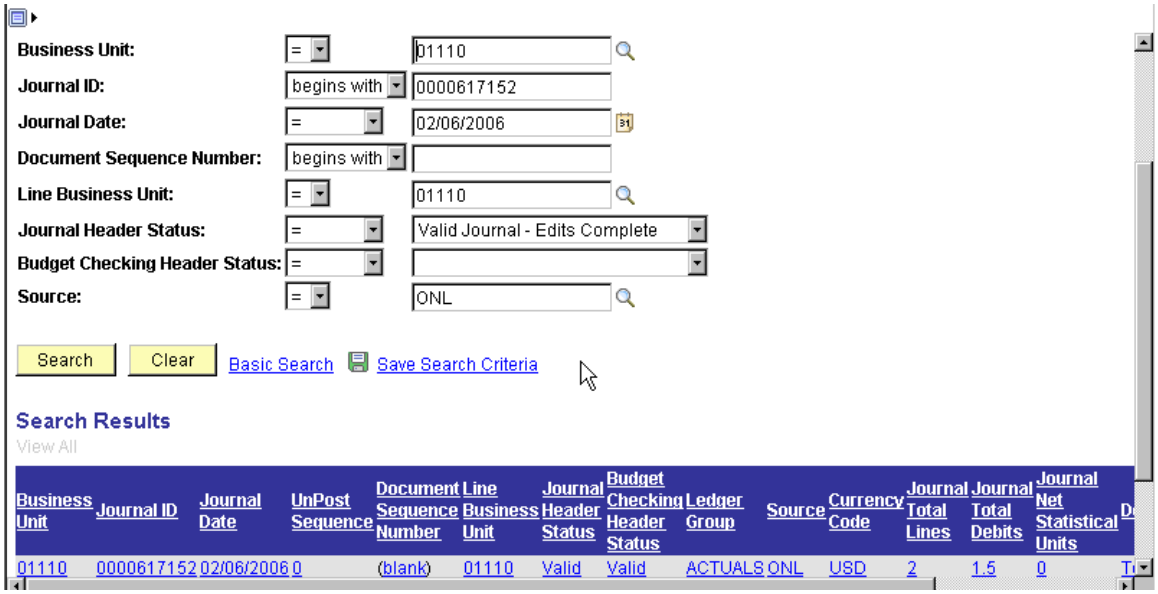
Enter Journal ID

- Journal ID of the journal you want to delete

Enter Journal Date

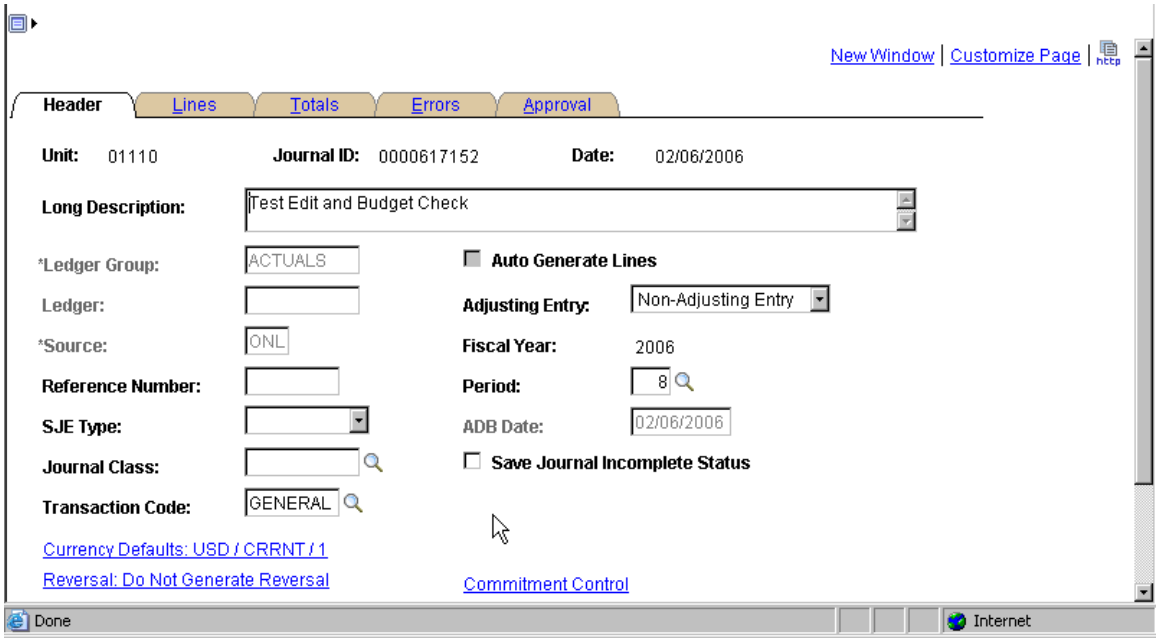
- Journal date of the journal you want to delete or
- Leave blank

Click on the Search button.



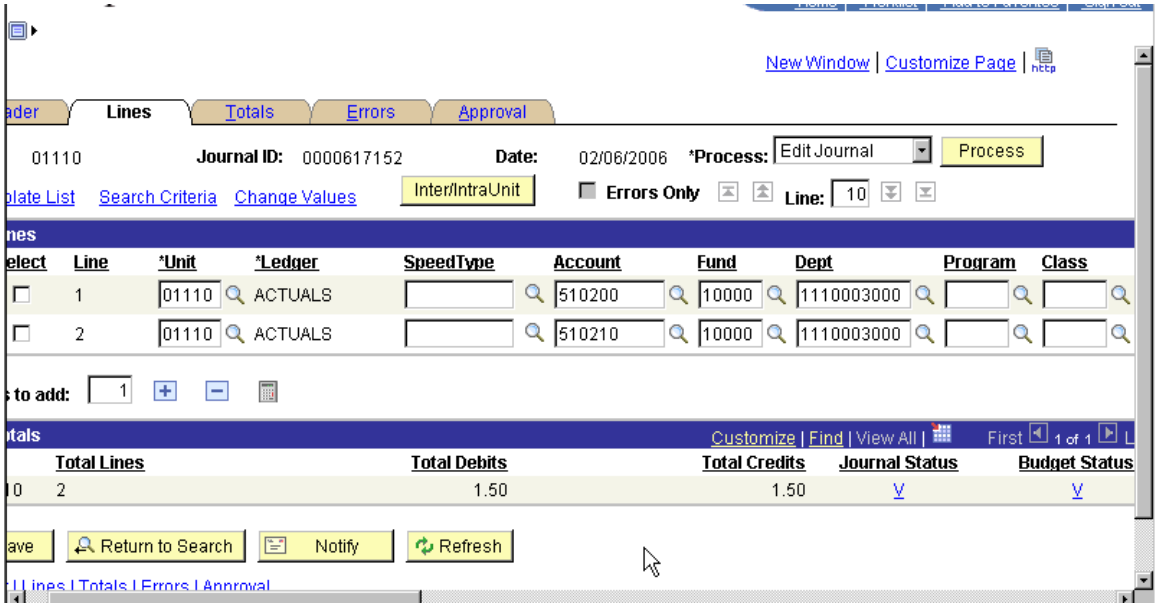
A list of all Journals matching the criteria entered will load at the bottom of the screen. (If there is just one transaction meeting the criteria, the Header page of the journal will automatically load.)

Click any hyperlinks in the line for the journal that you want to delete.



The Journal Header page loads.

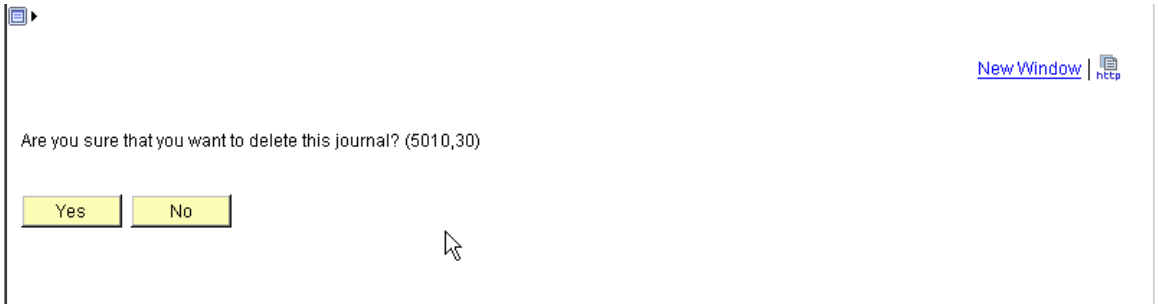
Click on the Lines tab



The Journal Lines page loads.

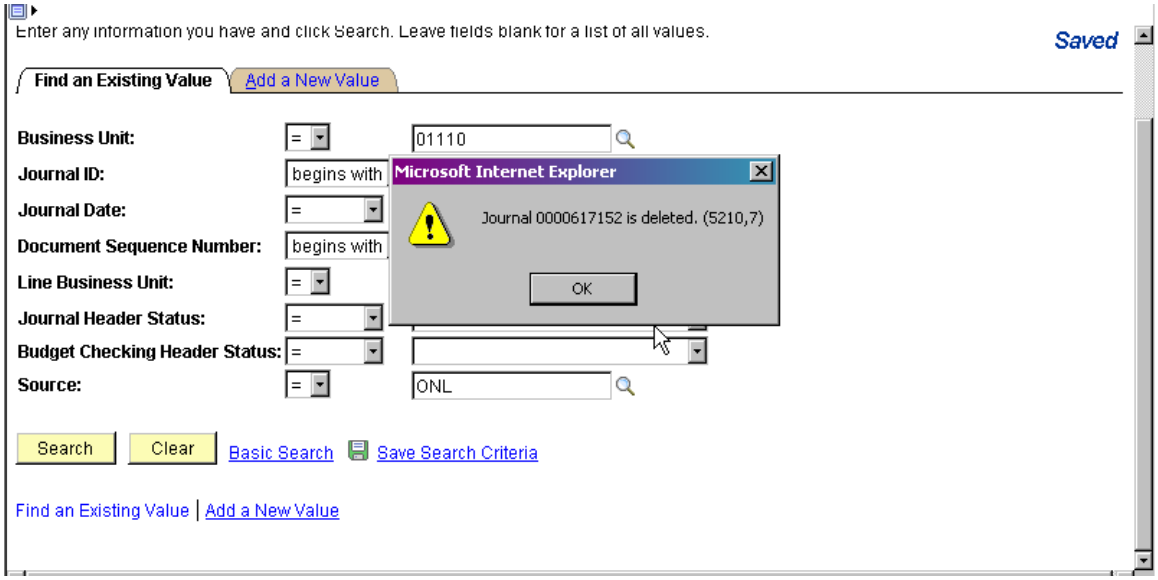
Choose Process: Delete Journal

Click on the Process button



Warning message screen loads.

Click Yes



The Find and Existing Value page loads with a message saying that the journal has been deleted.

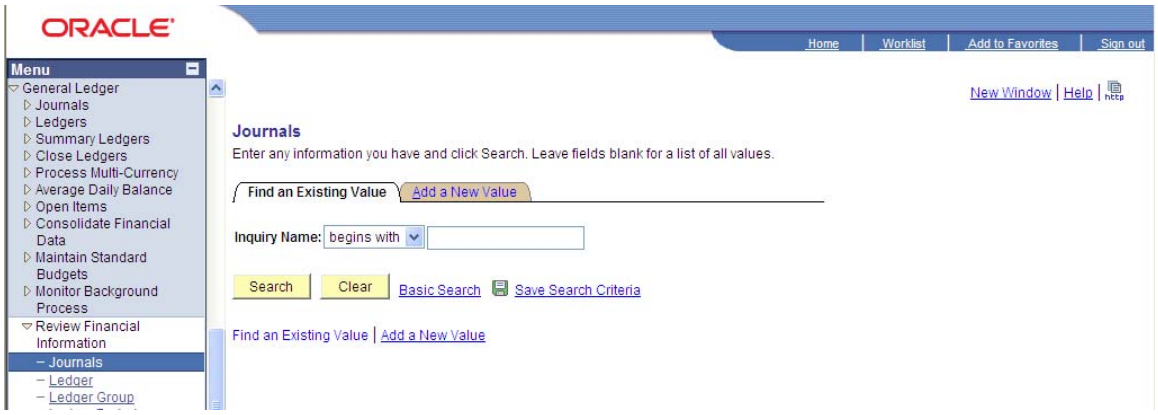
Click OK

Deleting a Journal Entry is Complete.

Inquiring on a Journal Entry – Inquiry Page

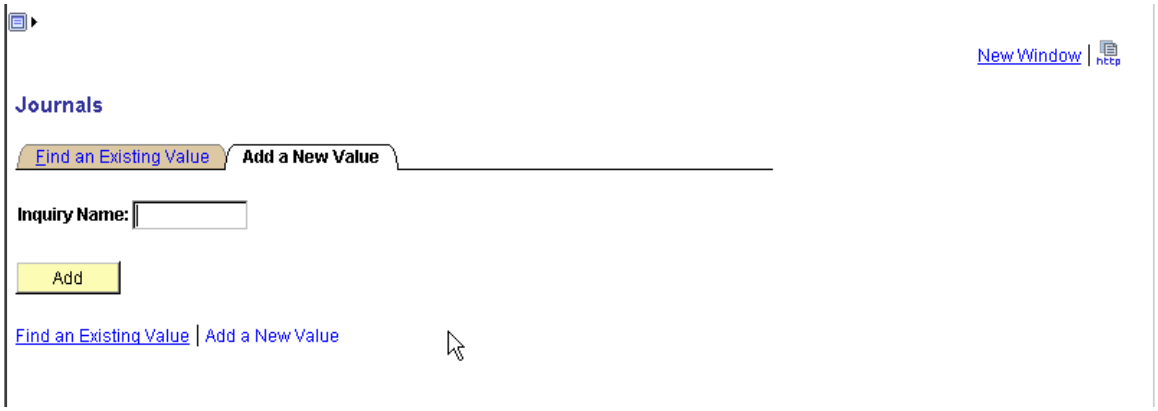
Situation when this function is used: To look at a journal for inquiry purposes only. No updates to the journal can be performed through these pages.

Navigation: General Ledger > Review Financial Information > Journals



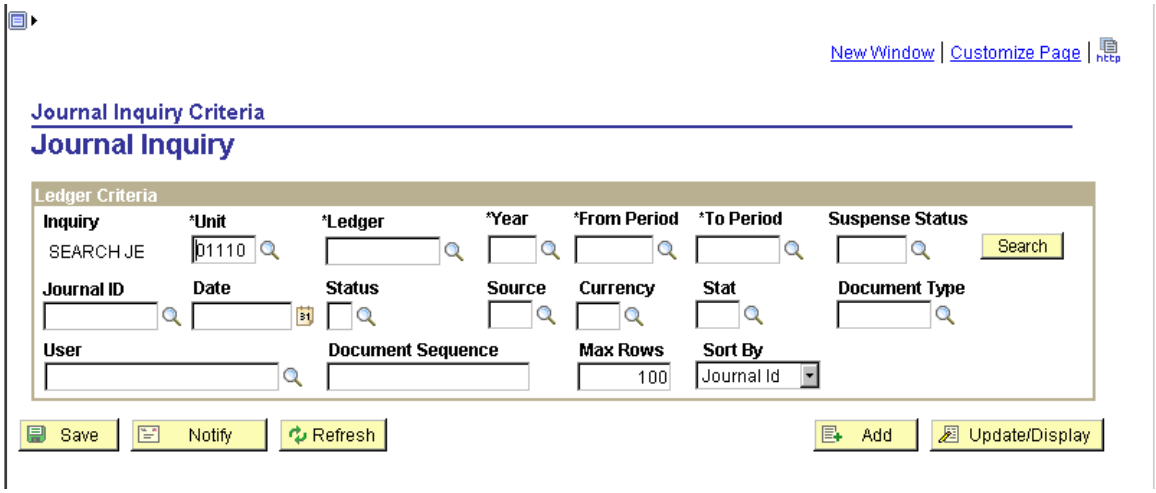
Journals – Find an Existing Value page loads.

Click on the Add a New Value Tab



The Add a New Value page loads.

Enter the name that you want this inquiry to be called.
Click the Add button.



The Journal Inquiry Criteria page loads. What you named the inquiry defaults under Inquiry, your default business unit defaults under Unit.

Note: If you have an existing Inquiry Name (run control) for this screen, you may enter it in the Inquiry name field on the Find an Existing Value page and click search. The Journal Inquiry Criteria page will load at that time with criteria that was saved previously defaulting in.

Enter Business Unit - This is a required search field

- Leave as default **or**
- Enter the appropriate business unit for the journal or journals you are searching for

Enter Ledger – This is a required search field

- Enter appropriate Ledger for the journal or journals you are searching for (ACTUALS or ACCRL/ADJ)

Enter From Period – This is a required search field

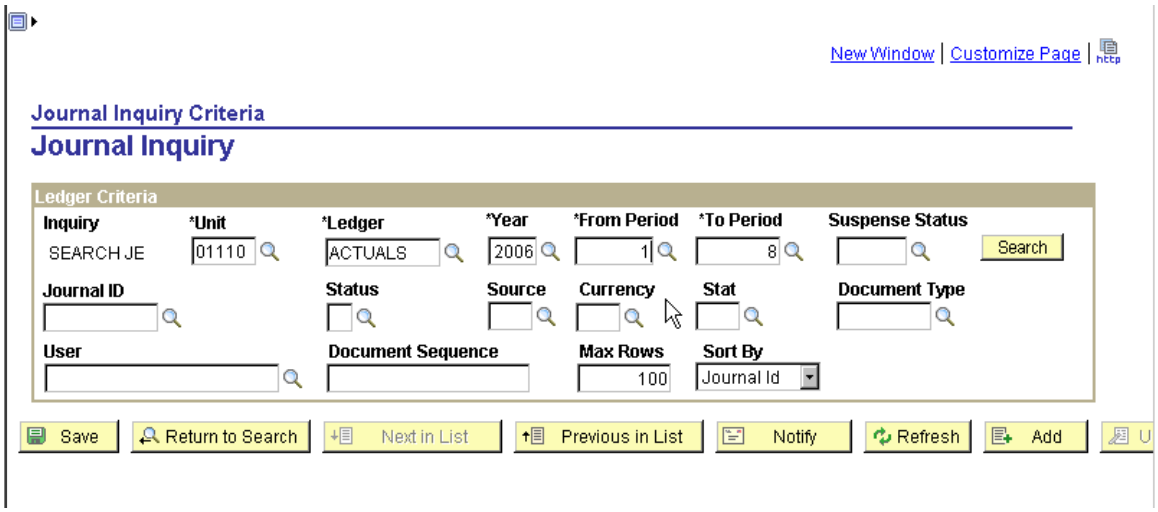
- Enter the beginning period for the journal or journals you are searching for

Enter Through Period – This is a required search field

- Enter the ending period for the journal or journals you are searching for

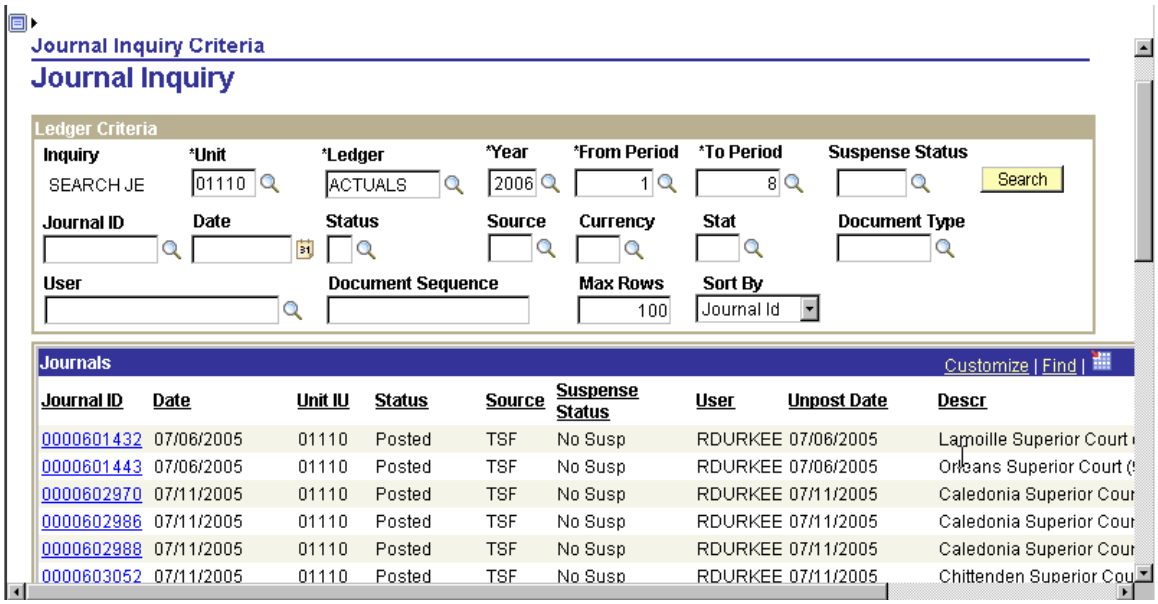
Enter remaining criteria fields

- Leave blank **or**
- Enter values in the remaining criteria fields to narrow your search



Click the Save button to save your Inquiry to be used in the future.

Click the Search button.

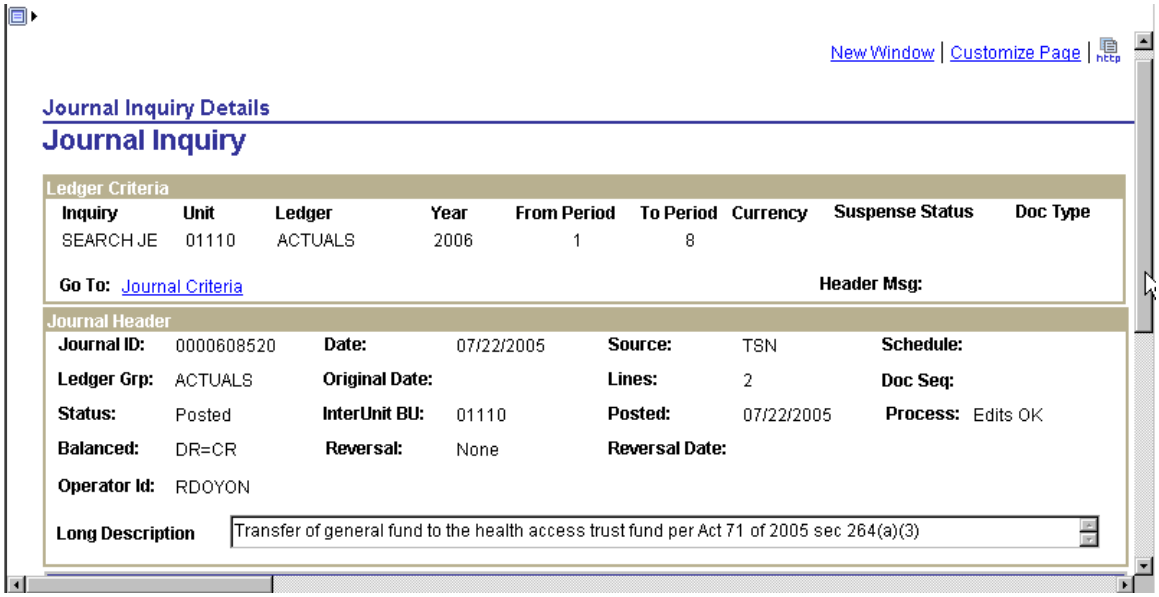


Rows of data matching the criteria entered loads at the bottom of the screen under Journals.

Use your right and bottom scroll bars to see all of the rows returned and all of the details.

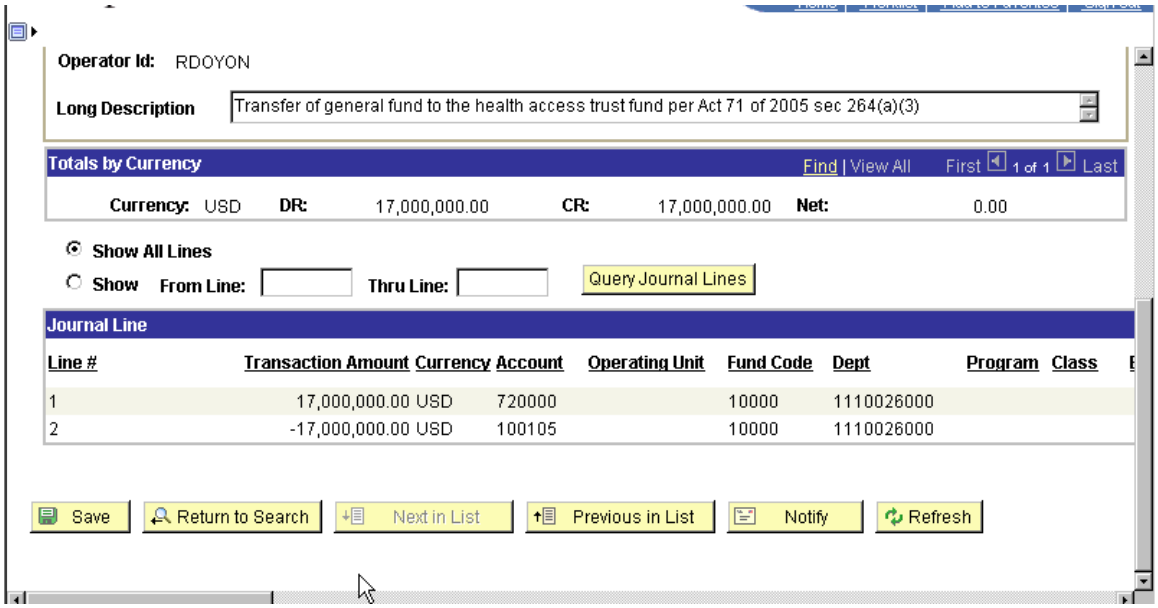
NOTE: If there is no data matching your criteria, no data will be displayed at the bottom of the screen. If there is more than one row of data matching your criteria, only the first 100 results will be displayed. If the journal you are looking for is not in the first 100 rows of data matching your criteria, you can increase the Max Rows field to be greater than 100.

Click on the Journal ID hyperlink that corresponds with the row of data that you want to review.

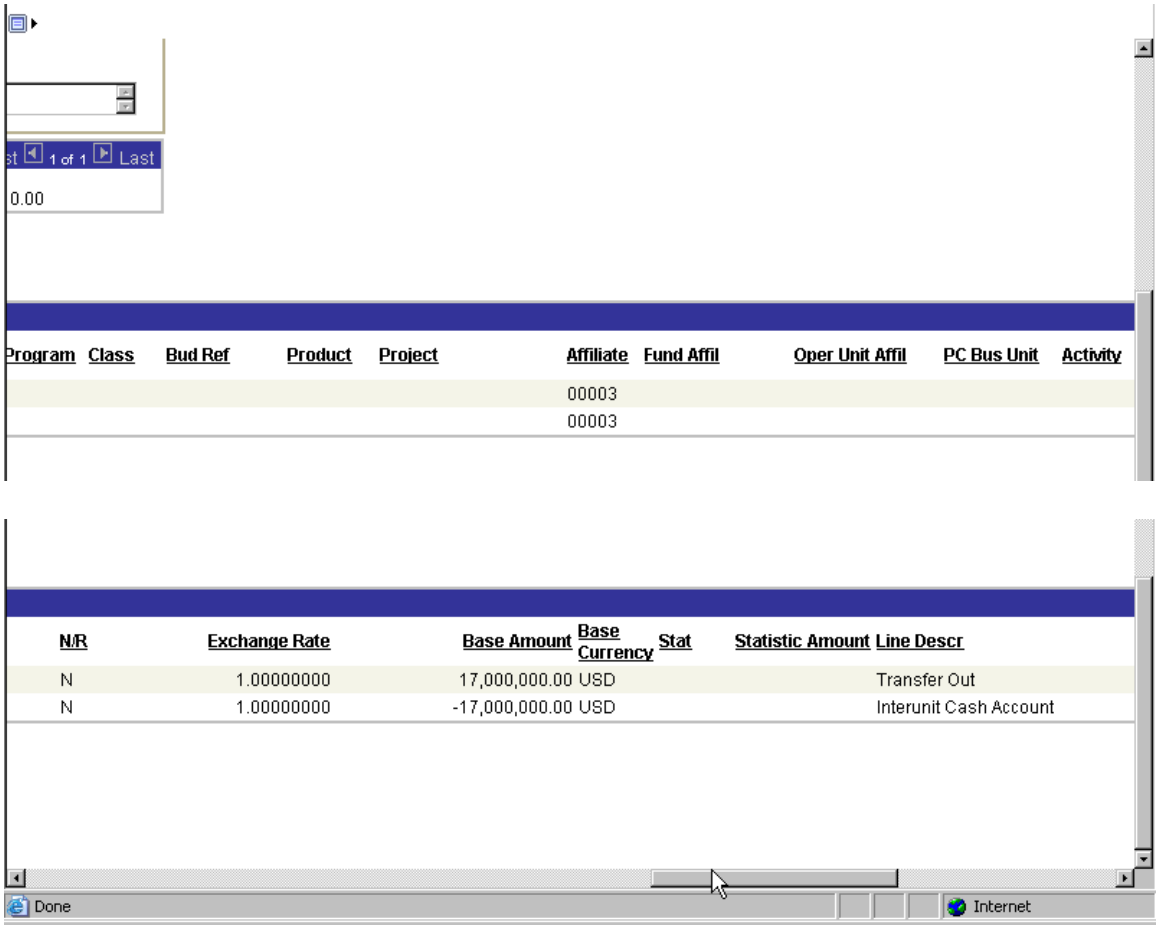


The Journal Inquiry Details page loads.

Use the right scroll bar to view additional journal information.



Use the bottom scroll bar to review additional journal line details.



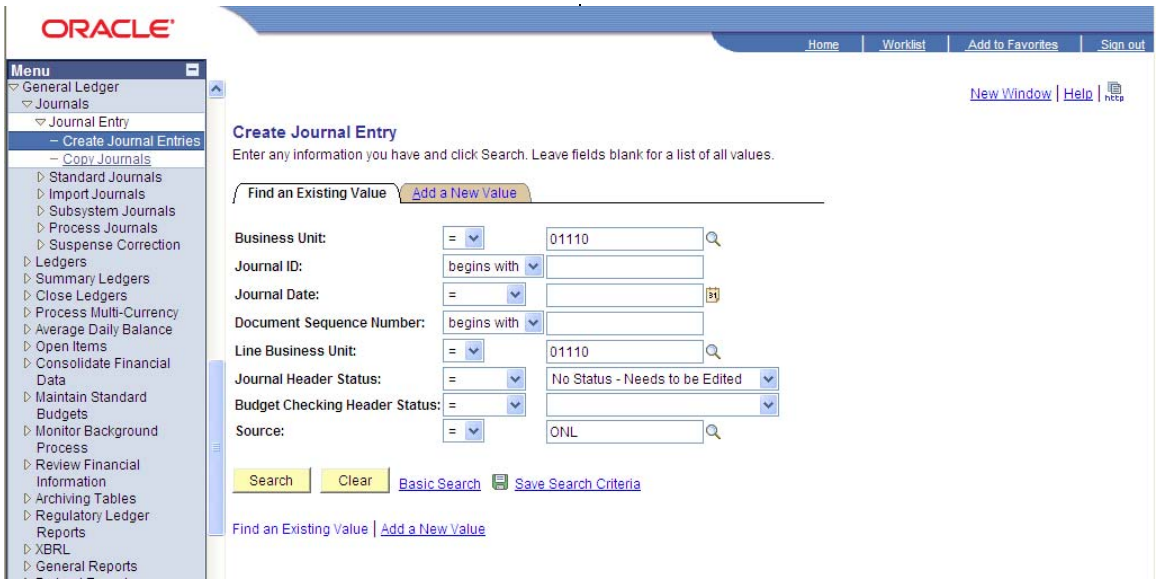
Click on the Return to Search button to begin a new search.

Inquiring on a Journal Entry – Inquiry Page is Complete.

Inquiring on a Journal Entry - Using Find an Existing Value Page

Situations when this function is used: Journal entries can be pulled up to perform additional processes on them such as edit, budget check or post or to review errors. This function can also be used on posted transactions for review purposes only.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value



Your default BU will appear in the Business Unit field and the Line Business Unit field. The Journal Header Status will default as No Status – Needs to be Edited. The Source will default as ONL.

Enter Business Unit - This is a required search field

- Leave as default **or**
- Choose a condition (=, begins with, etc) and enter a value for the appropriate business unit

Enter Journal ID

- Leave as blank **or**

- Choose a condition (=, begins with, etc) and enter a value for the appropriate Journal ID

Enter Journal Date

- Leave as blank **or**
- Choose a condition (=, begins with, etc) and enter a value for the appropriate journal date

Document Sequence Number

- Leave as blank

Line Business Unit

- Leave as default **or**
- Change to match Business Unit criteria above

Journal Header Status

- Leave as blank **or**
- Choose a condition (=, begins with, etc) and enter a value for the appropriate Status

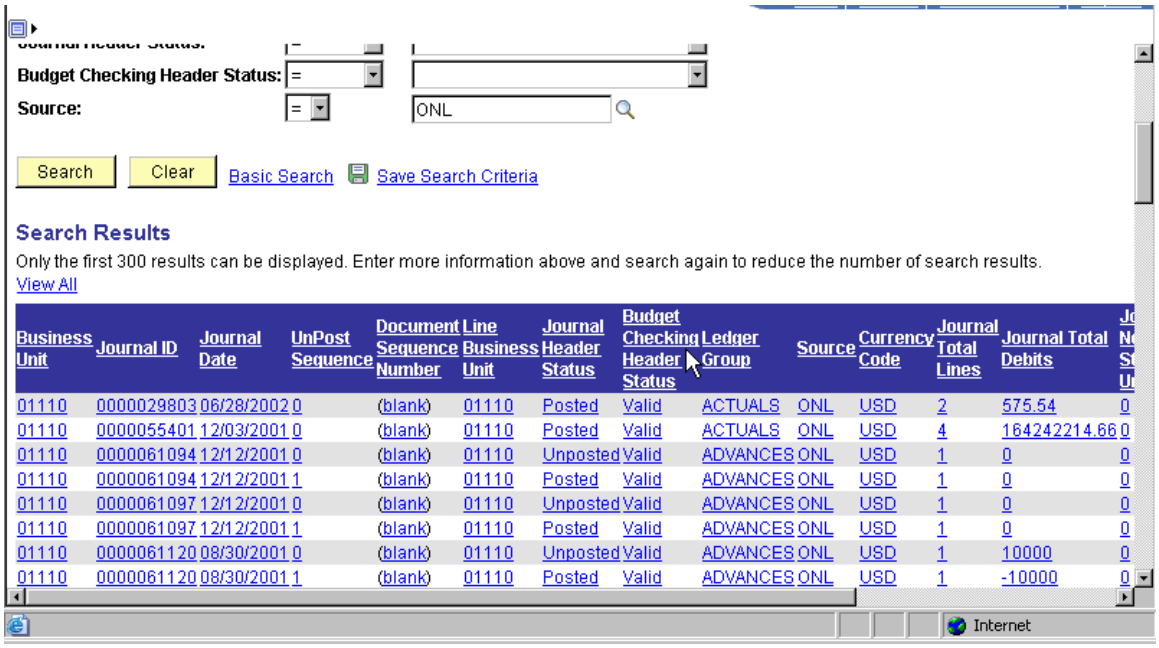
Budget Checking Header Status

- Leave as blank **or**
- Choose a condition (=, begins with, etc) and enter a value for the appropriate Status

Source

- Leave as default **or**
- Choose a condition (=, begins with, etc) and enter a value for the appropriate source

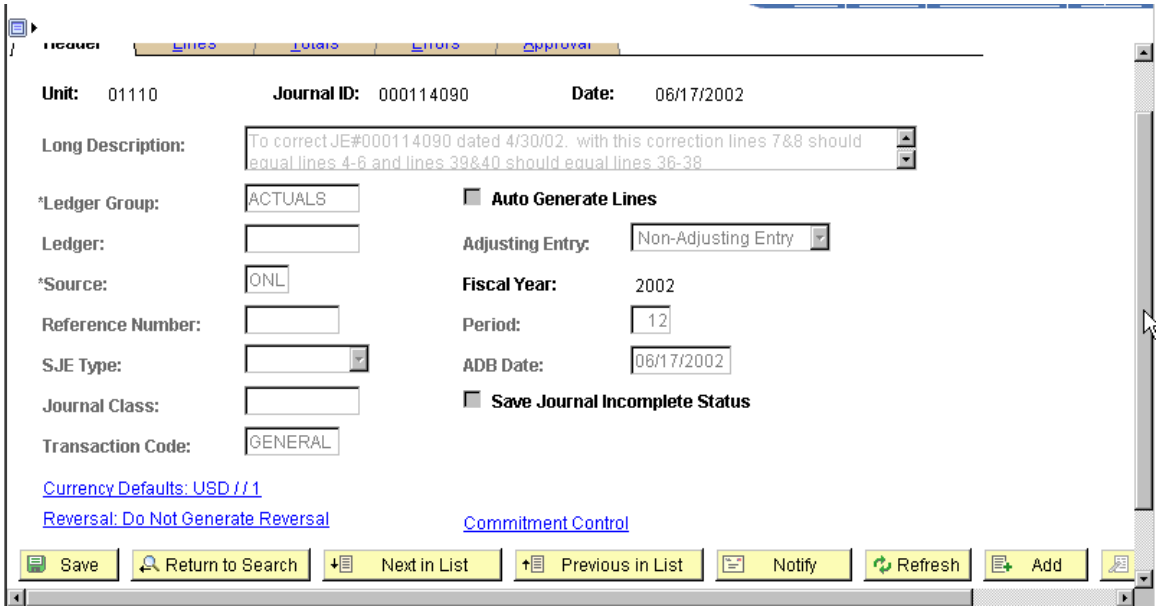
Click the Search button



The first 300 results can be displayed. And up to 100 rows of data matching the criteria entered loads at the bottom of the page. Use the left hand scroll bar to view all rows displayed. If there are more than 100 rows that matched the criteria entered a View All hyperlink will display above the data. Click this link to view all results up to the 300 allowed.

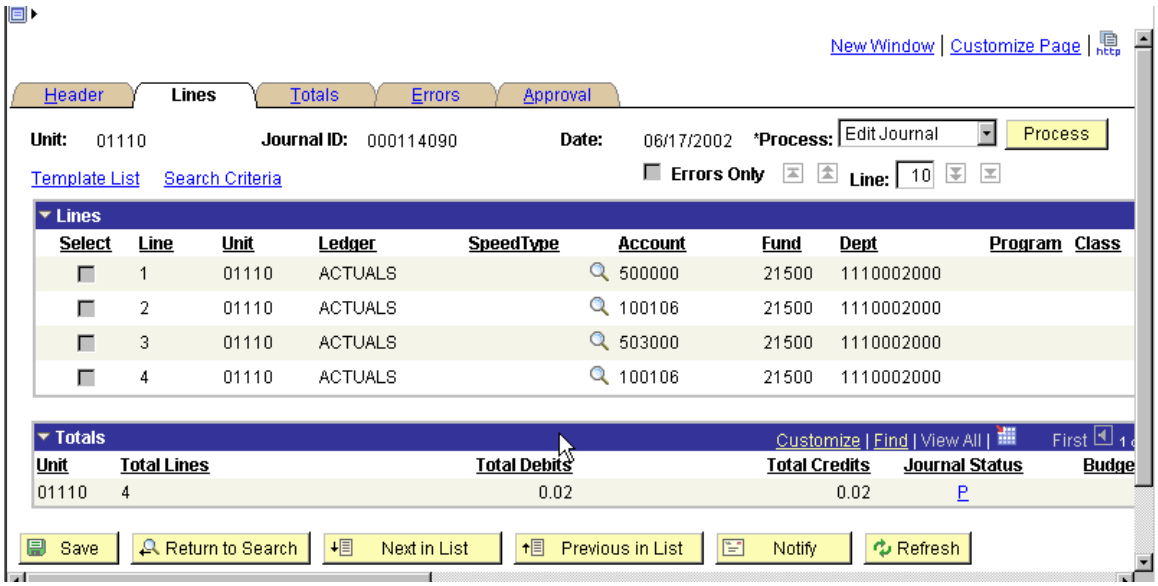
NOTE: If there is only one row of data that matches your criteria, the header panel of the journal will automatically load when you click search. If there is no data matching your criteria, a message of "No matching values were found." will be displayed at the bottom of the screen

Click on any hyperlink in the row of data you are looking for



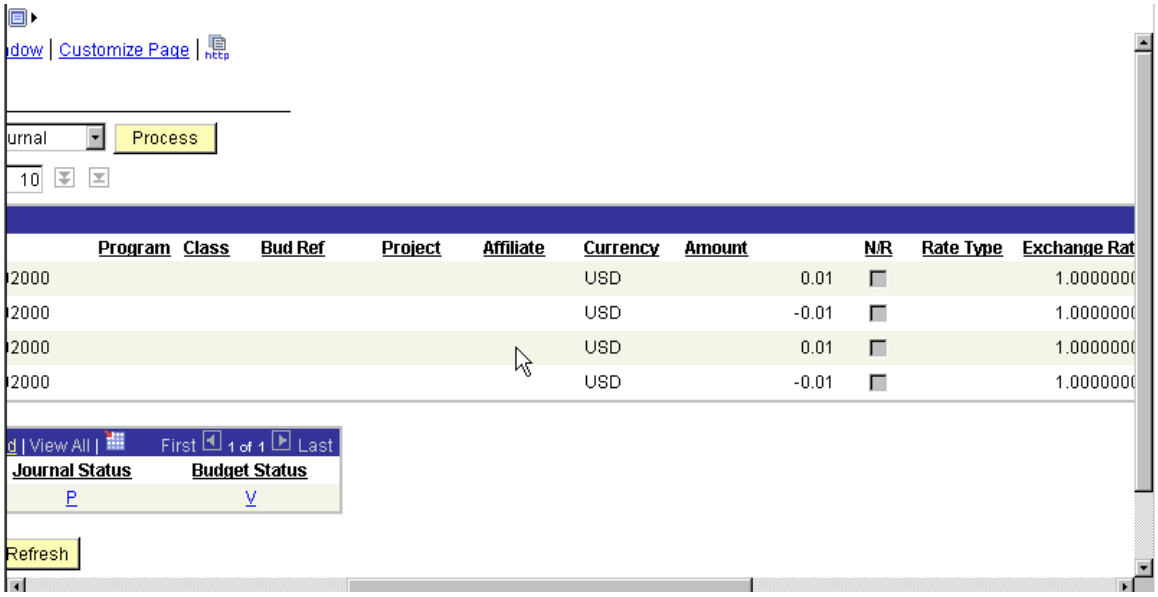
The Header Page for the journal loads. If the journal has been posted, all fields will be grayed out and cannot be changed.

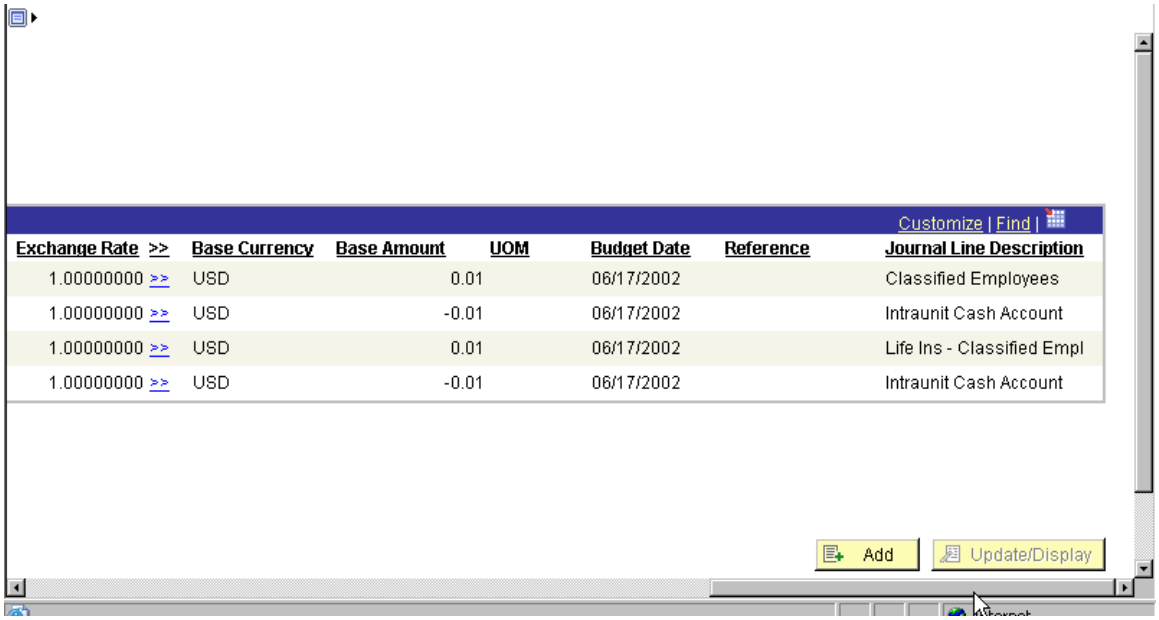
Click on the Lines Tab



The Lines Page loads showing lines detail including chartfields, amounts and statuses.

Use the bottom scroll bar to see more of the screen





To view additional rows of data from your original search, click on the Next in List and Previous in List buttons at the bottom left of the screen.

Click on the Return to Search button to begin a new search.

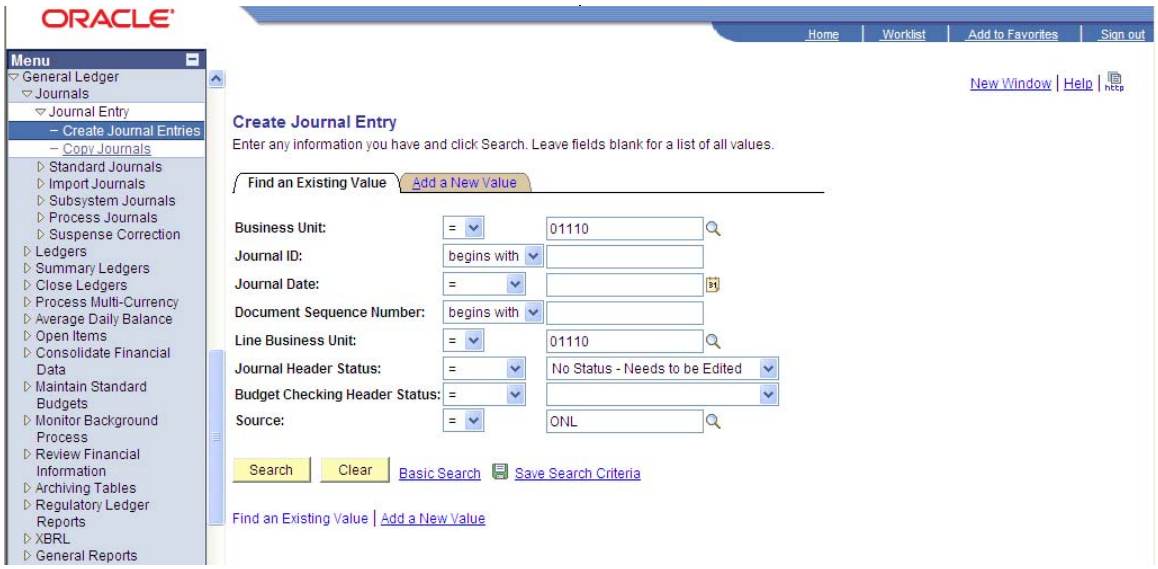
Inquiring on a Journal Entry – Using Find an Existing Value Page is Complete.

Journal has an out of balance Edit Error – Find and Correct Journal

Situations when this function is used: A journal entry has an out of balance edit error. This error must be fixed so that the journal can be budget checked and posted.

Out of balance is the most common type of edit error. Call the VISION Finance Support Desk at 828-0407, option 2 if you receive other edit errors and need assistance.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value



Your default BU will appear in the Business Unit field and the Line Business Unit field. The Journal Header Status will default as No Status – Needs to be Edited. The Source will default as ONL.

Enter Business Unit - This is a required search field

- leave as default **or**
- choose a condition (=, begins with, etc) and enter a value for the appropriate business unit

Enter Journal ID

- leave as blank **or**

- choose a condition (=, begins with, etc) and enter a value for the appropriate Journal ID

Enter Journal Date

- leave as blank **or**
- choose a condition (=, begins with, etc) and enter a value for the appropriate journal date

Document Sequence Number

- leave as blank

Line Business Unit

- leave as default **or**
- change to match Business Unit criteria above

Journal Header Status

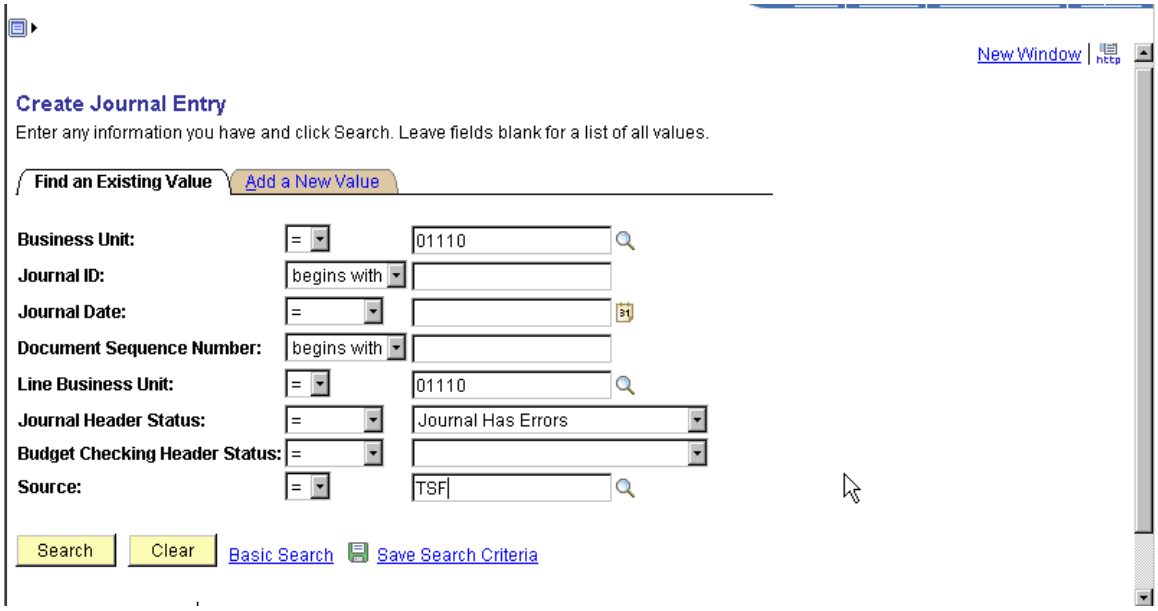
- Choose the condition = and choose Journal Has Errors

Budget Checking Header Status

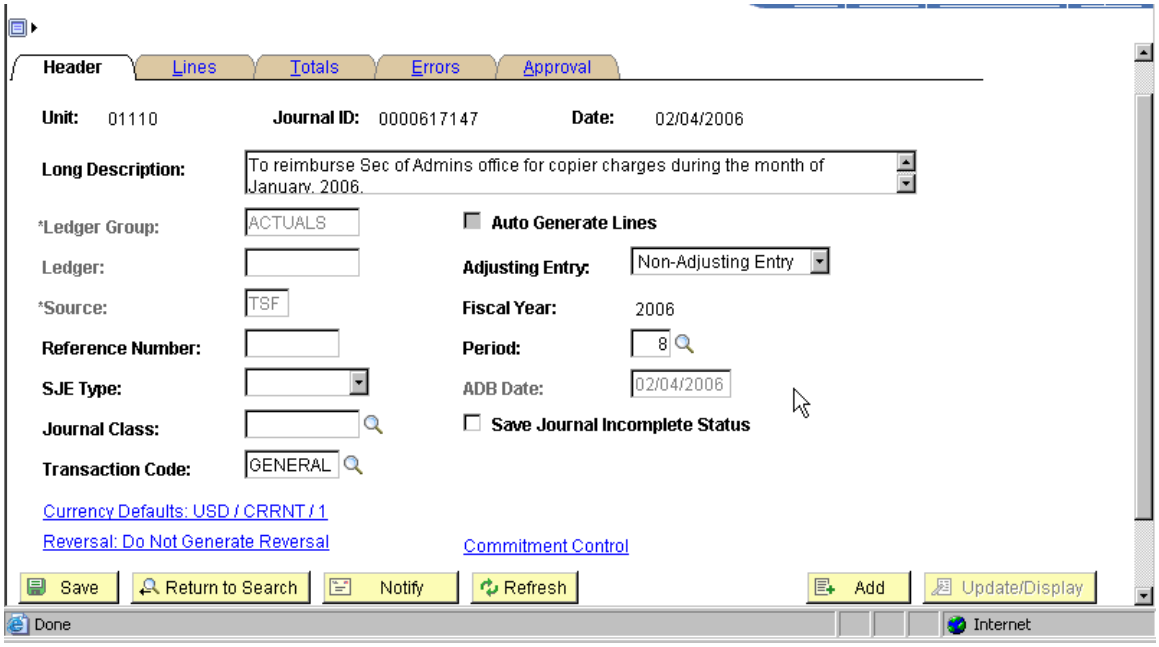
- leave as blank **or**
- choose a condition (=, begins with, etc) and enter a value for the appropriate Status

Source

- leave as default **or**
- choose a condition (=, begins with, etc) and enter a value for the appropriate source



Click the Search button

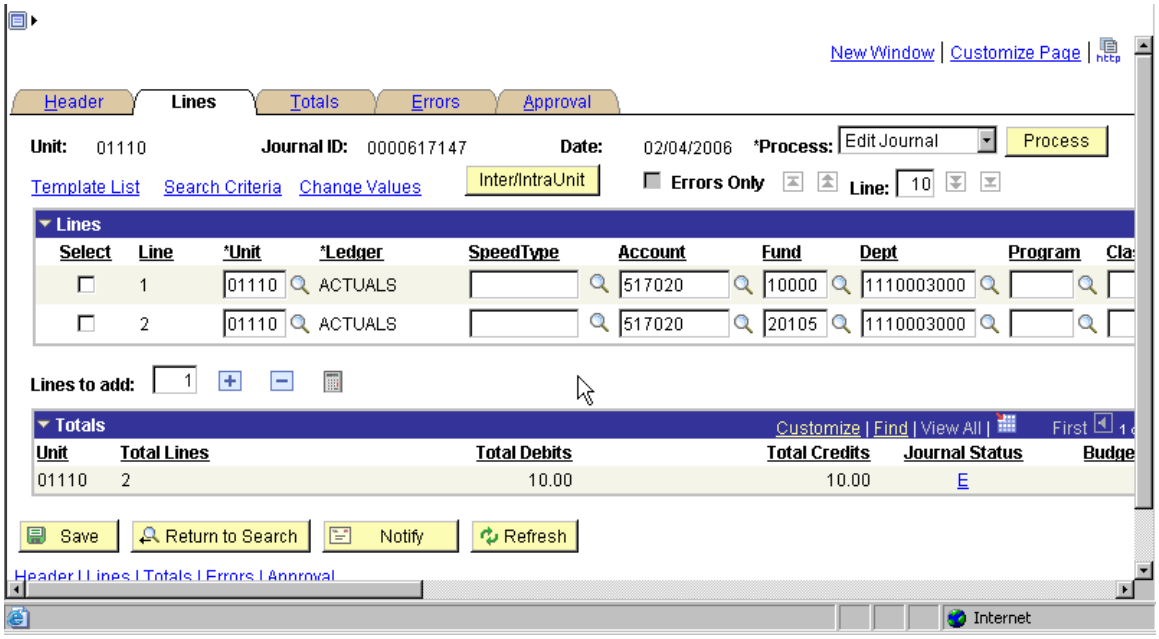


Since there is only one row of data that matches the criteria, the header page of the journal automatically loads when you click search.

NOTE: If there is no data matching your criteria, a message of "No matching values were found." will be displayed at the bottom of the screen. If there is more than one row of data matching your criteria, the first 300 results can be

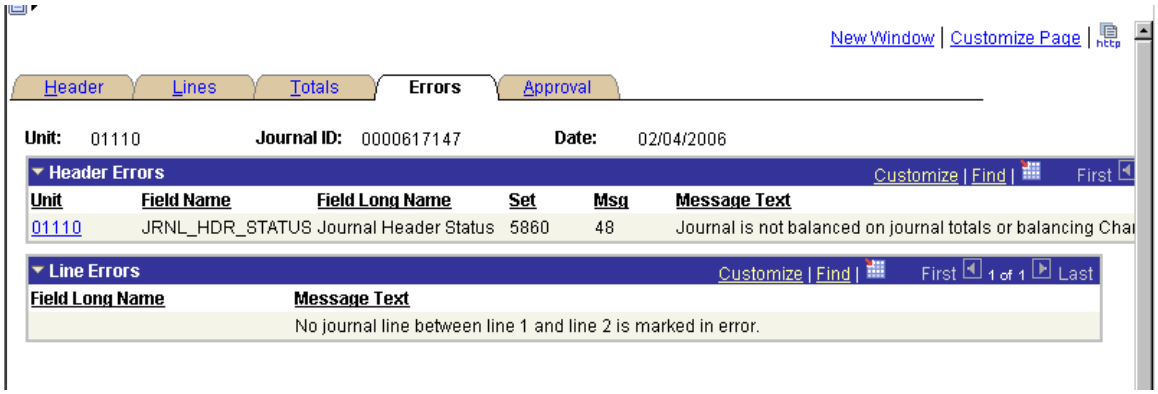
displayed, and up to 100 rows of data matching the criteria entered loads at the bottom of the page. Use the left hand scroll bar to view all rows displayed. If there are more than 100 rows that matched the criteria entered a View All hyperlink will display above the data. Click this link to view all results up to the 300 allowed. **Click on any hyperlink in the row of data you are looking for.**

Click on the Lines Tab



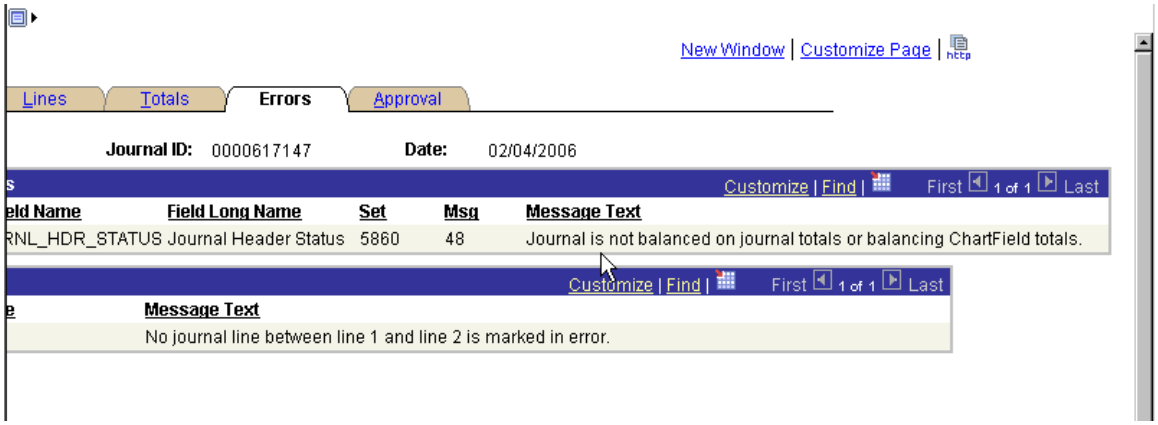
The Lines Page loads showing lines detail including chartfields, amounts and statuses. Note the Journal status of E indicating an error.

Click on the "E" hyperlink under Journal Status



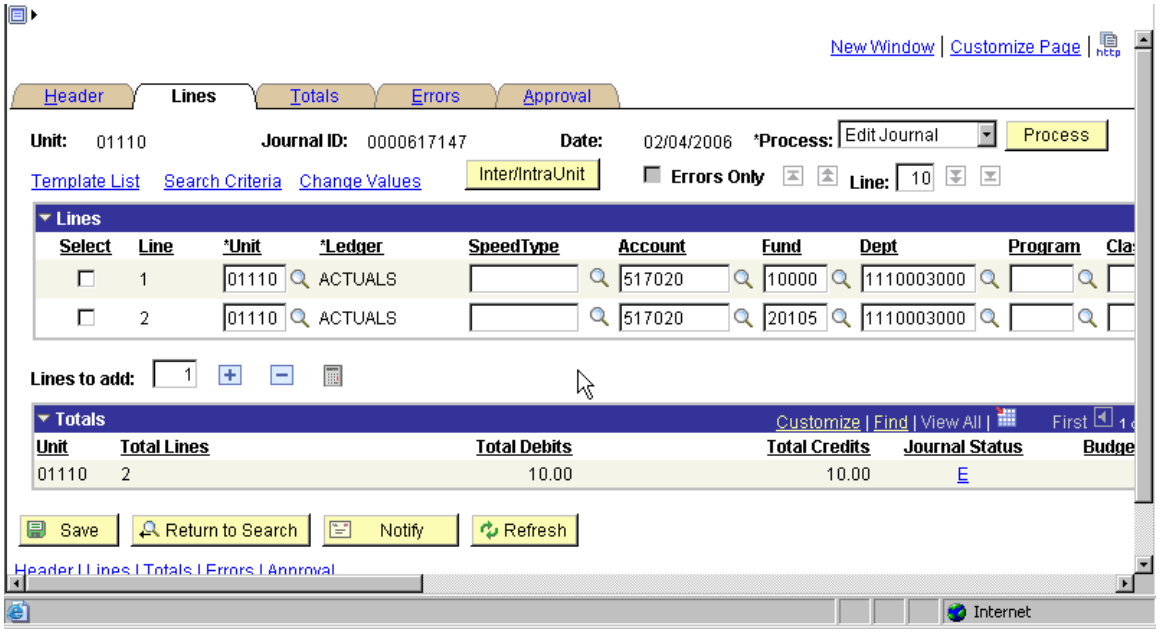
The Errors Page loads with the error message.

Use the bottom scroll bar to view the entire message



Under Message Text is the error message. This journal is not balanced either in total or by chartfields.

Click on the Lines Tab



The Lines Page Loads again

Review the total debits versus the total credits. Do they equal?

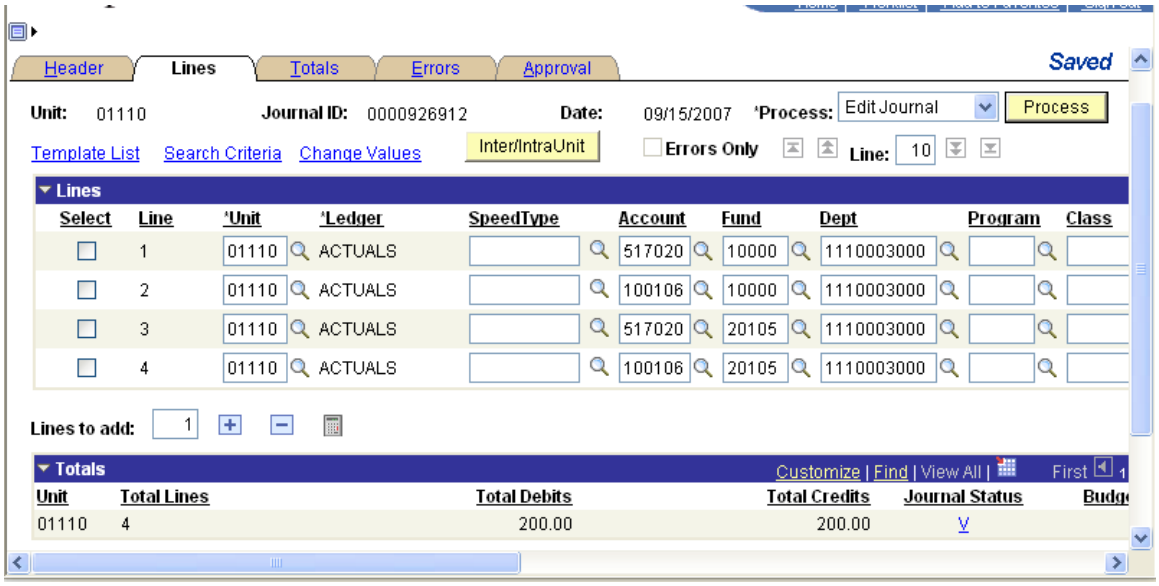
- If they do not equal, you must adjust your lines amounts so that debits and credits equal.

- If they do equal, then your journal balances in total and the journal must be out of balance by chartfield.
- Chartfields must be balanced by both fund and dept id.

Review the line data to find the chartfield that does not have equal debits and credits.

Once the error is found, make the necessary adjustments to make the chartfields balanced including adding additional offsetting cash lines of 100106 if needed.

Click the Process button next to Edit Journal



The Journal Status is now V.

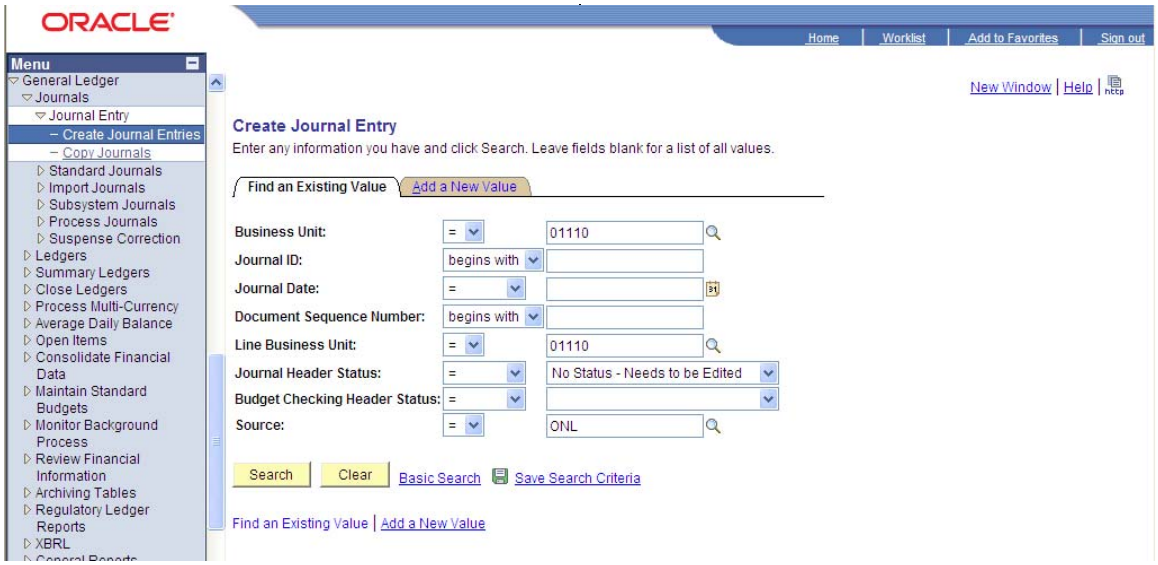
The journal is now ready to be budget checked.

Journal has an Out of Balance Edit Error – Find and Correct Journal is Complete.

Finding and Correcting Journals in Budget Check Error

Situations when this function is used: A journal entry has a budget check error. This error must be fixed so that the journal can be posted.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value



Your default BU will appear in the Business Unit field and the Line Business Unit field. The Journal Header Status will default as No Status – Needs to be Edited. The Source will default as ONL.

Enter Business Unit - This is a required search field

- Leave as default **or**
- Choose a condition (=, begins with, etc) and enter a value for the appropriate business unit

Enter Journal ID

- Leave as blank **or**
- Choose a condition (=, begins with, etc) and enter a value for the appropriate Journal ID

Enter Journal Date

- Leave as blank **or**
- Choose a condition (=, begins with, etc) and enter a value for the appropriate journal date

Document Sequence Number

- Leave as blank

Line Business Unit

- Leave as default **or**
- Change to match Business Unit criteria above

Journal Header Status

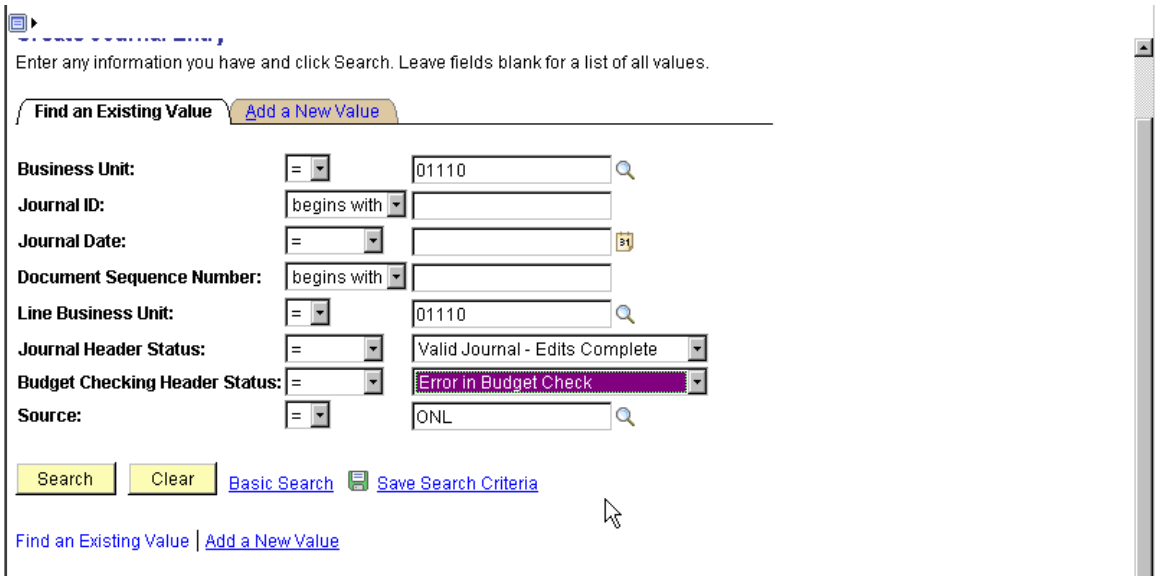
- Choose the condition = and choose Valid Journal – Edits Complete

Budget Checking Header Status

- Choose the condition = and choose Error in Budget Check

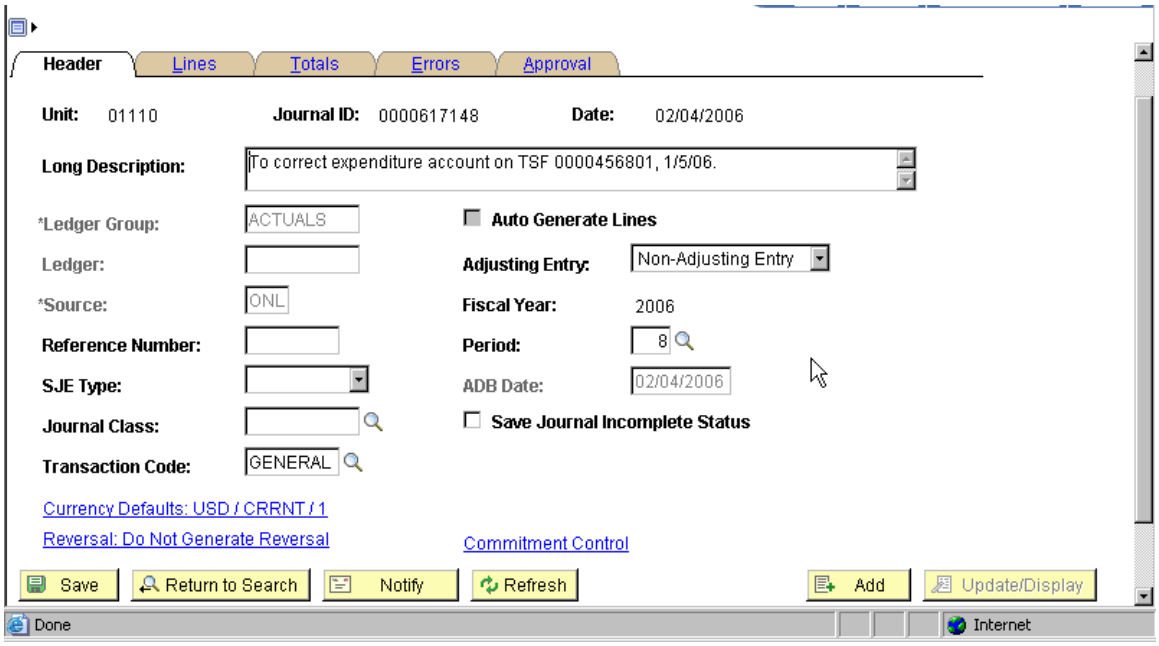
Source

- Leave as default **or**
- Choose a condition (=, begins with, etc) and enter a value for the appropriate source



Click the Search button

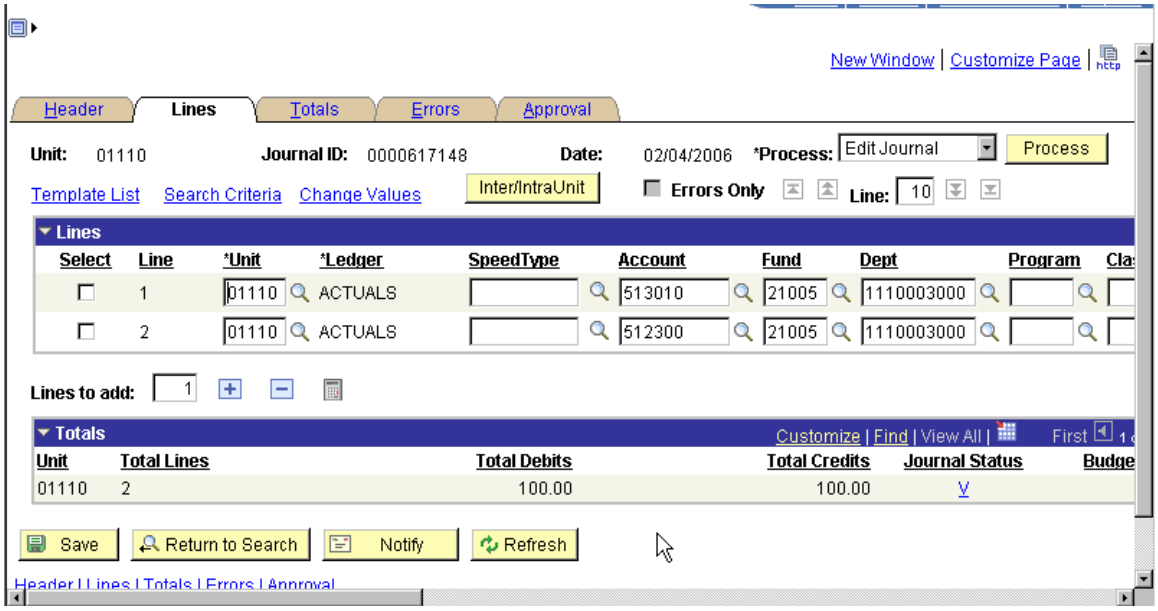
If there is only one row of data that matches your criteria, the header page of the journal will automatically load when you click search.



Since there is only one row of data that matches the criteria, the header page of the journal automatically loads when you click search.

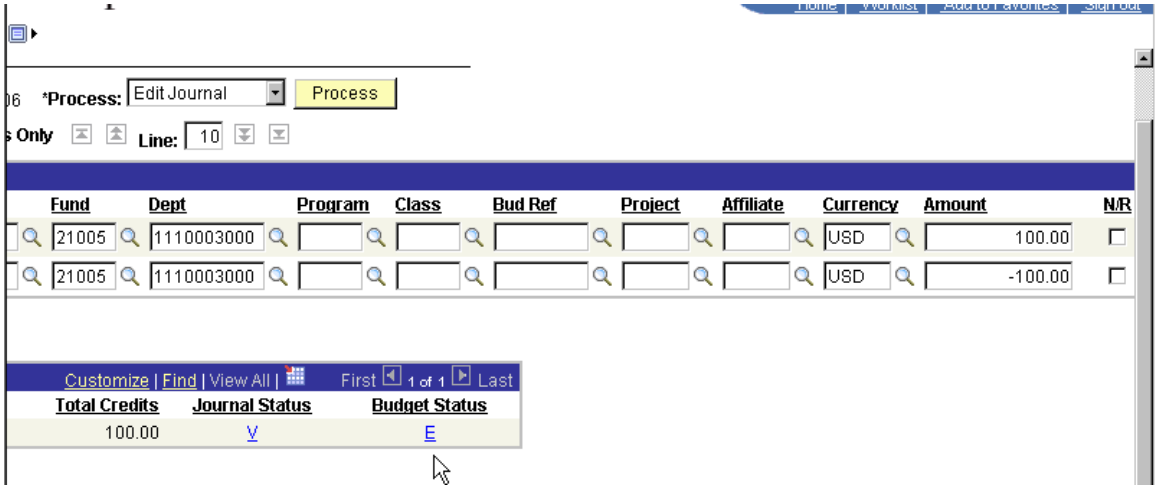
NOTE: If there is no data matching your criteria, a message of "No matching values were found." will be displayed at the bottom of the screen. If there is more than one row of data matching your criteria, the first 300 results can be displayed, and up to 100 rows of data matching the criteria entered loads at the bottom of the page. Use the left hand scroll bar to view all rows displayed. If there are more than 100 rows that matched the criteria entered a View All hyperlink will display above the data. Click this link to view all results up to the 300 allowed. **Click on any hyperlink in the row of data you are looking for.**

Click on the Lines Tab

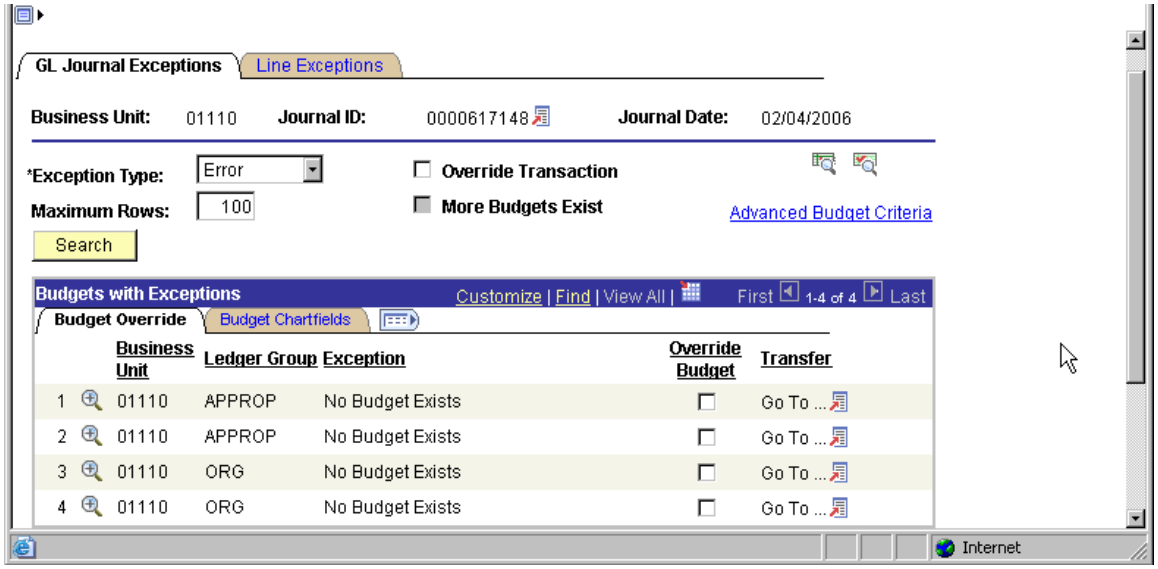


The Lines Page loads showing lines detail including chartfields, amounts and statuses.

Use the bottom and right scroll bars to see the Budget Status on the lower right of the page

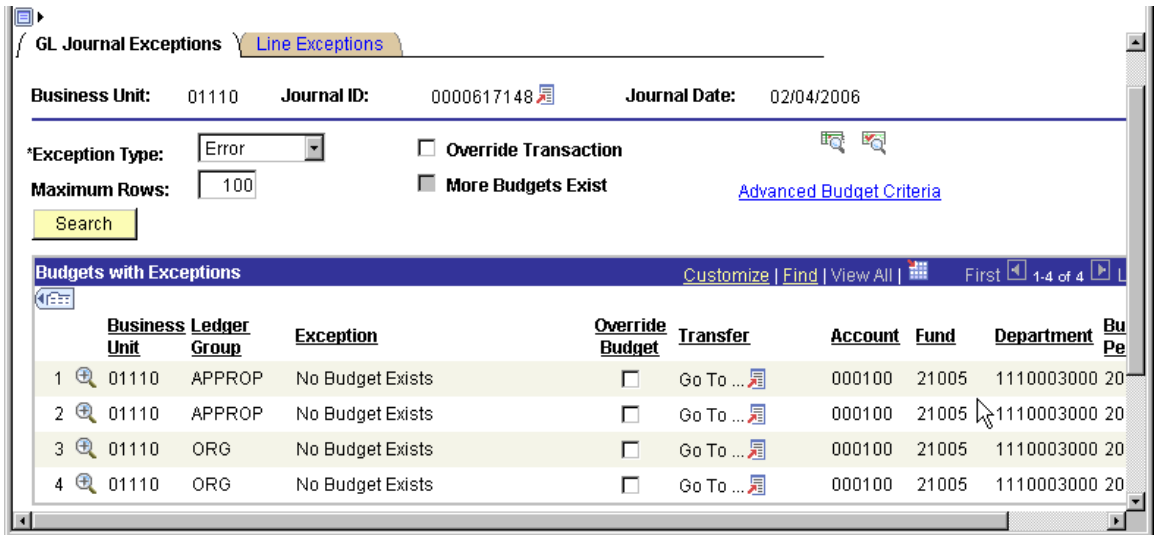


Click on the E hyperlink under Budget Status



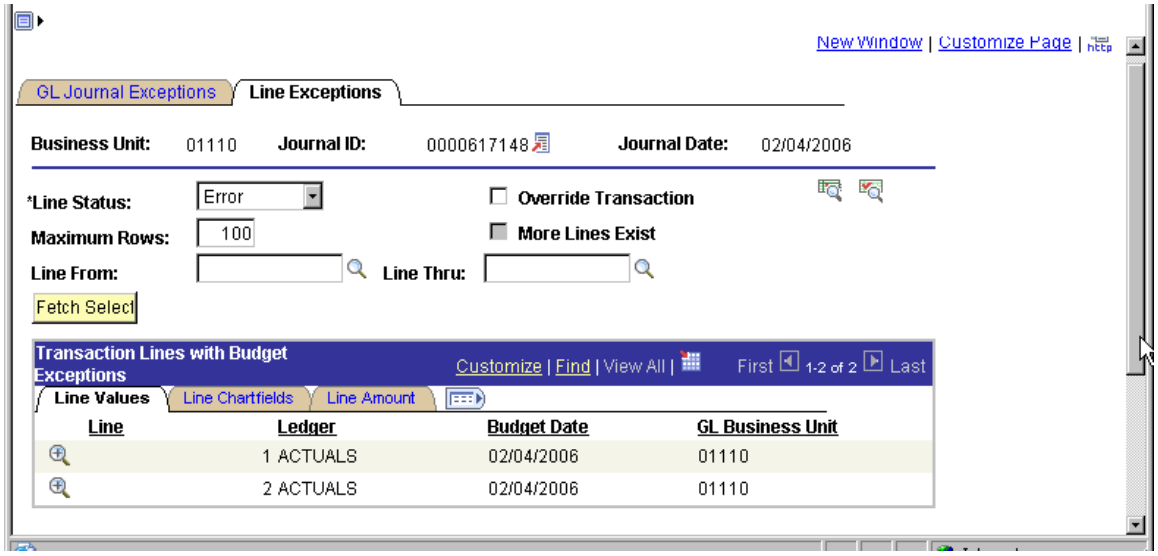
A new window is opened and the GL Journal Exceptions Page loads.

Under Budgets with Exceptions, Click on the Show all Columns icon to the right of the Budget Chartfields tab.



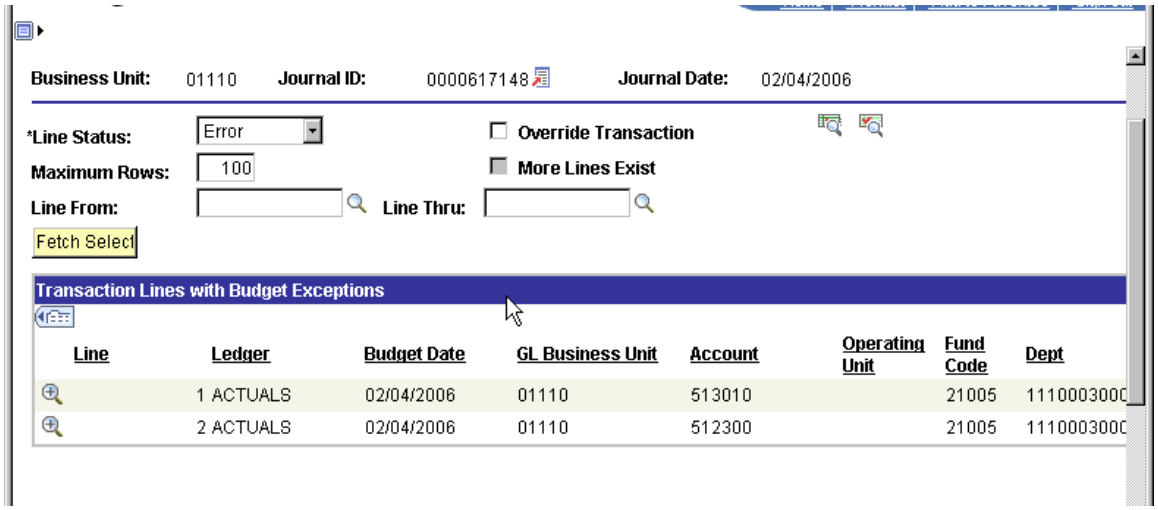
The error is indicated under the Exception column, and the appropriation and Organization level chartfields that are associated with the error are listed for each line. In the case above, there is no budget for fund 21005 and deptid 1110003000.

Click on the Line Exceptions Tab

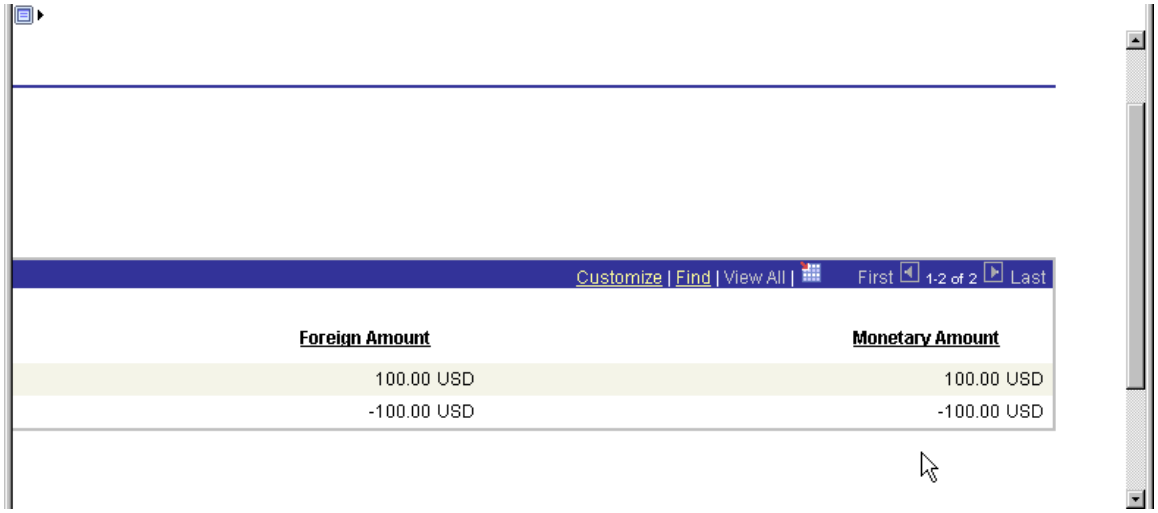


The Line Exceptions Page loads. Under Transactions Lines with Budget Exceptions, each line from the journal that has the budget check error is listed.

Under Transaction Lines with Budget Exceptions, click on the Show all columns icon to the left of the Line Amount tab to see all of the details for the lines in error.



Use the bottom and right scroll bars to see additional details for the lines in error.



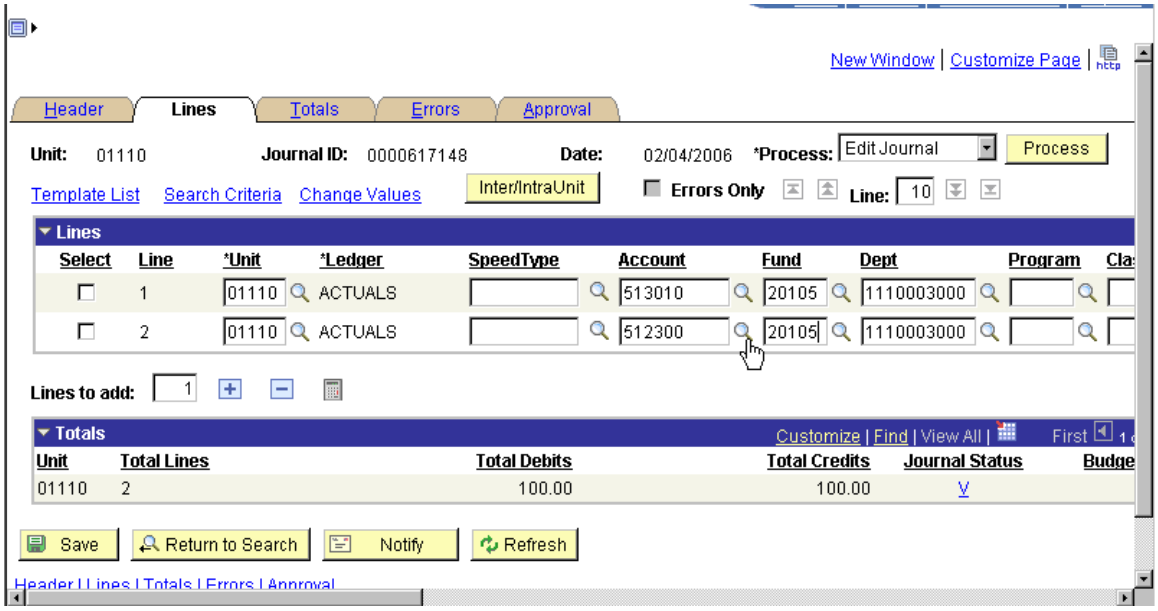
After reviewing the budget exception pages, Close the window. The window

with the journal line page will open back up.

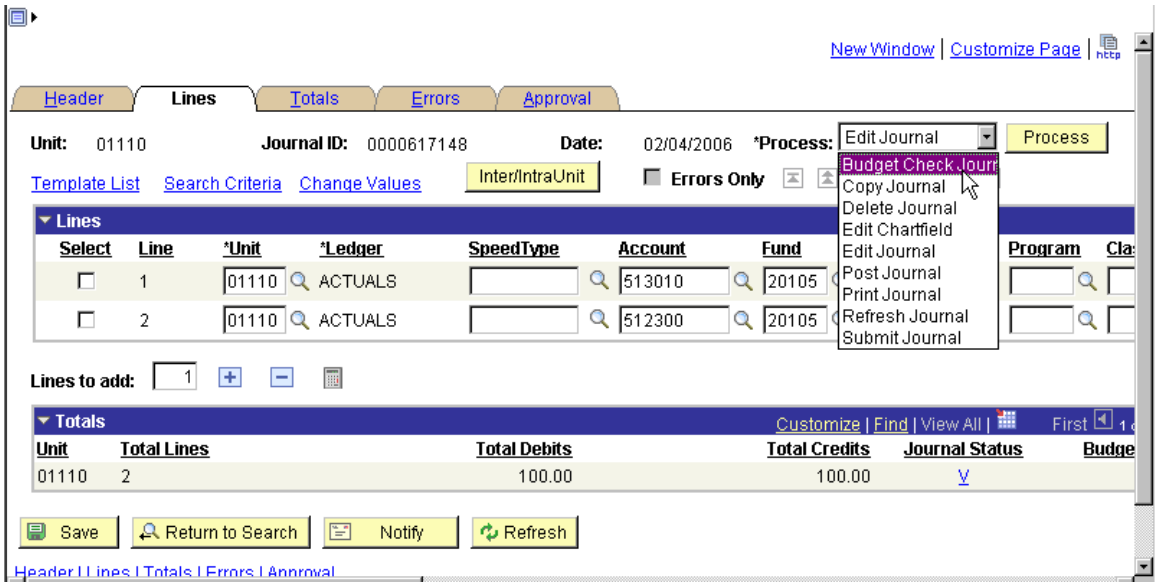
Make the necessary adjustments either to the journal or to your budget to fix the budget check error. (In the example the fund was data entered incorrectly and has been changed.)

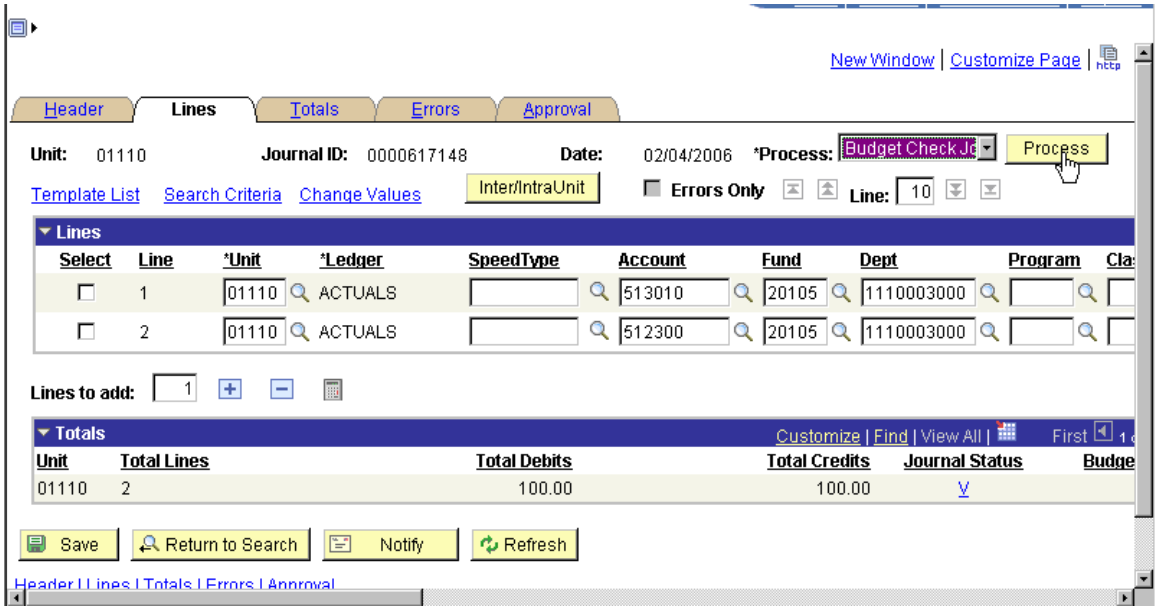
Refer to the Commitment Control Manual for correcting other types of budget errors.

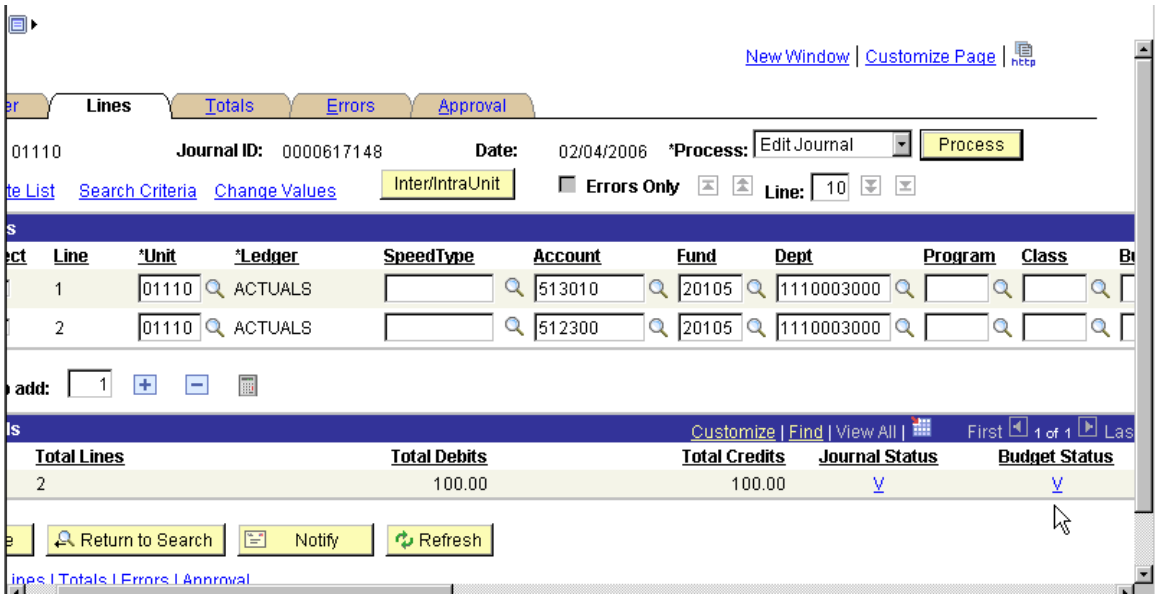
NOTE: If the journal entry has been adjusted, edit the journal to get a valid Journal Status



Choose Budget Check Journal from the Process drop down and Click the Process button







The Budget Status is now V.

The journal is now ready to be posted.

Finding and Correcting Journals in Budget Check Error is Complete.

How do I find the cash balance in my fund?

Situation when this function is used: To determine the cash balance in a fund. Fund balances can be specific to one business unit or could cross multiple business units or all of state government.

If the fund is specific to your business unit and all receipts and disbursements in the fund occur in your business unit only:

- Run the Trial Balance Report using criteria for a specific fund. Go to the Trial Balance by Fund Exercise in this manual for details on how to run this report.
- Add all of the debits and credits for the cash accounts (accounts starting with "10") on the Trial Balance Report – This is the cash balance in the fund.

If the fund is not specific to your business unit and receipts and disbursements in this fund occur in multiple business units or all of state government:

- Run the Trial Balance – All BU's Report.
- Add all of the debits and credits for the cash accounts (accounts starting with "10") on the Summary Report – This is the cash balance in the fund.

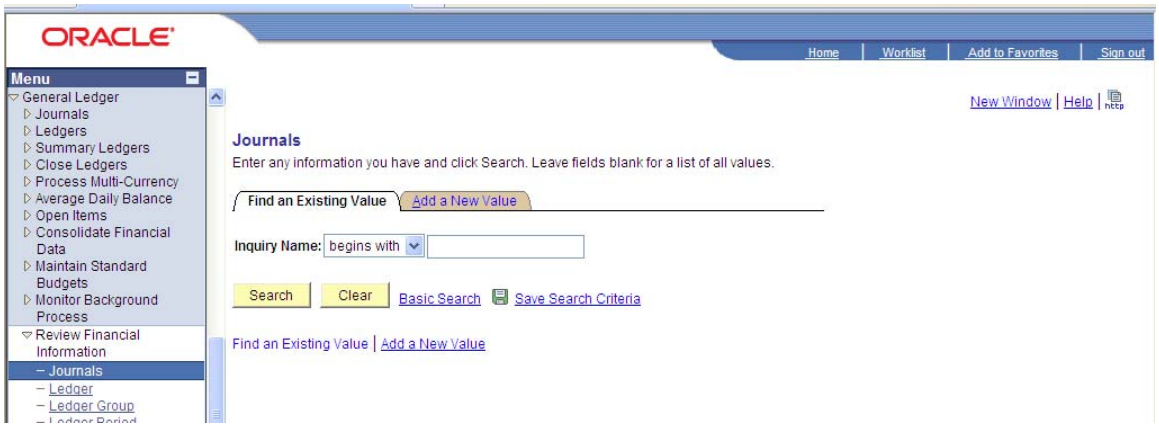
For Special Funds cash balances only, the following query can be run:

VT_SP_FUND_CURRENT_YR_CASH_BAL - This query prompts for FY and Fund and will give net cash activity in the fund by period and BU. It is intended to be used to query current year transactions, but it could actually be used for prior years as well. Since the results include Accounting Period, Period 0 contains carryforward balances and all other periods contain the net activity (Deposits less Expenditures) for that period. Summing total activity reported (including period 0) will give you the current cash balance in the fund. This query also shows period 998.

Who entered this Journal?

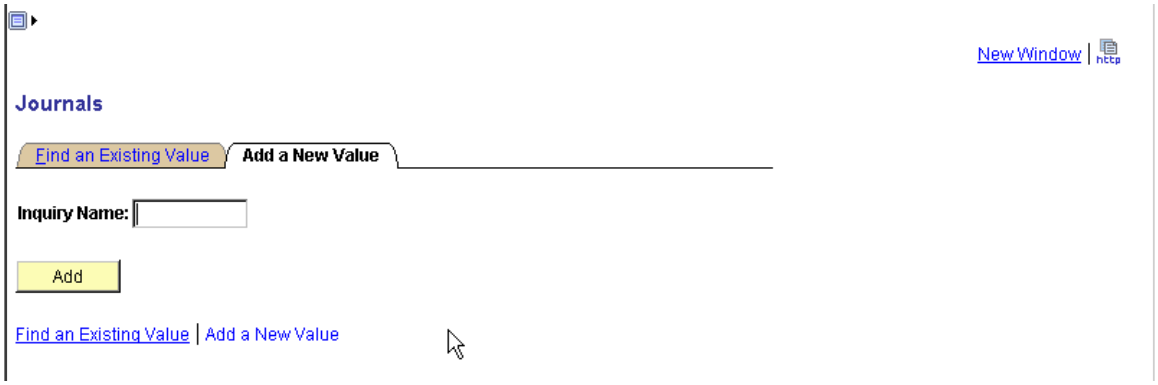
Situation when this function is used: To inquire on the user that entered a particular journal entry.

Navigation: General Ledger > Review Financial Information > Journals



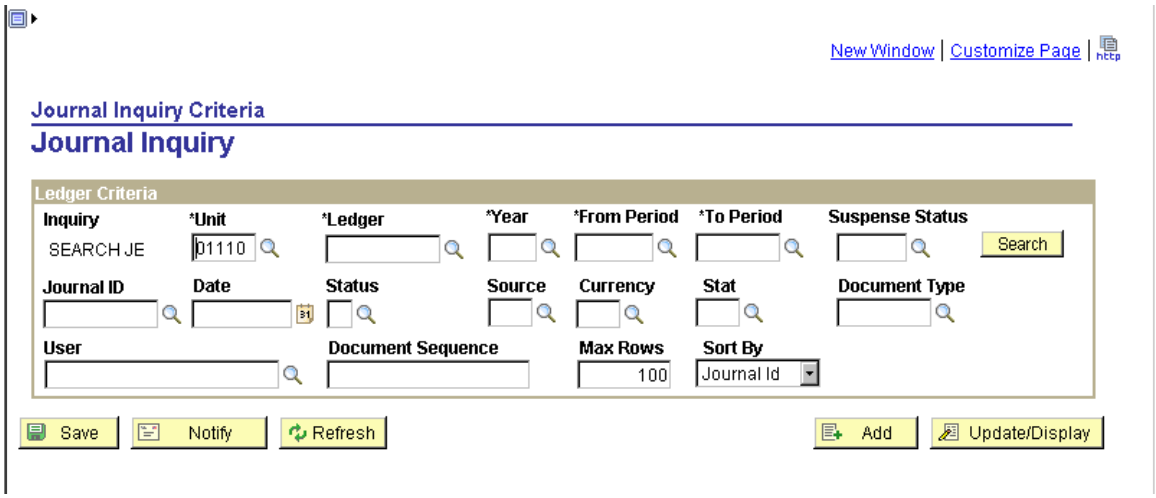
The Journals – Find an Existing Value page loads.

Click on the Add a New Value Tab



The Add a New Value page loads.

Enter the name that you want this inquiry to be called, then Click the Add button.



The Journal Inquiry Criteria page loads. What you named the inquiry defaults under Inquiry, your default business unit defaults under Unit.

Note: If you have an existing Inquiry Name (run control) for this screen, you may enter it in the Inquiry name field on the Find an Existing Value page and click search. The Journal Inquiry Criteria page will load at that time with criteria that was saved previously defaulting in.

Enter Business Unit - This is a required search field

- leave as default **or**
- enter the appropriate business unit for the journal you are searching for

Enter Ledger – This is a required search field

- enter appropriate Ledger for the journal you are searching for (ACTUALS or ACCRL/ADJ)

Enter From Period – This is a required search field

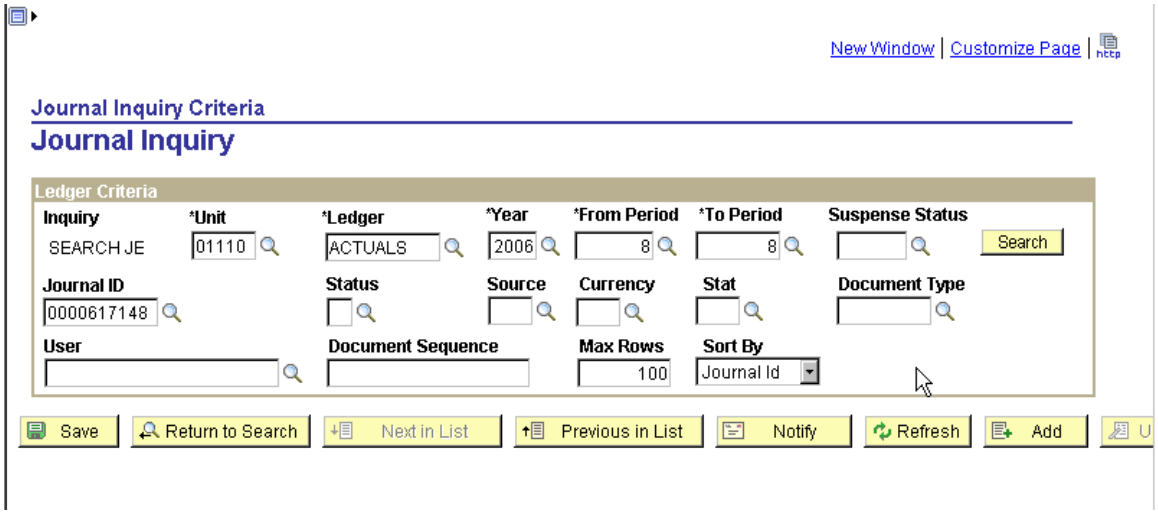
- enter the beginning period for the journal or journals you are search for

Enter Through Period – This is a required search field

- enter the ending period for the journal or journals you are searching for

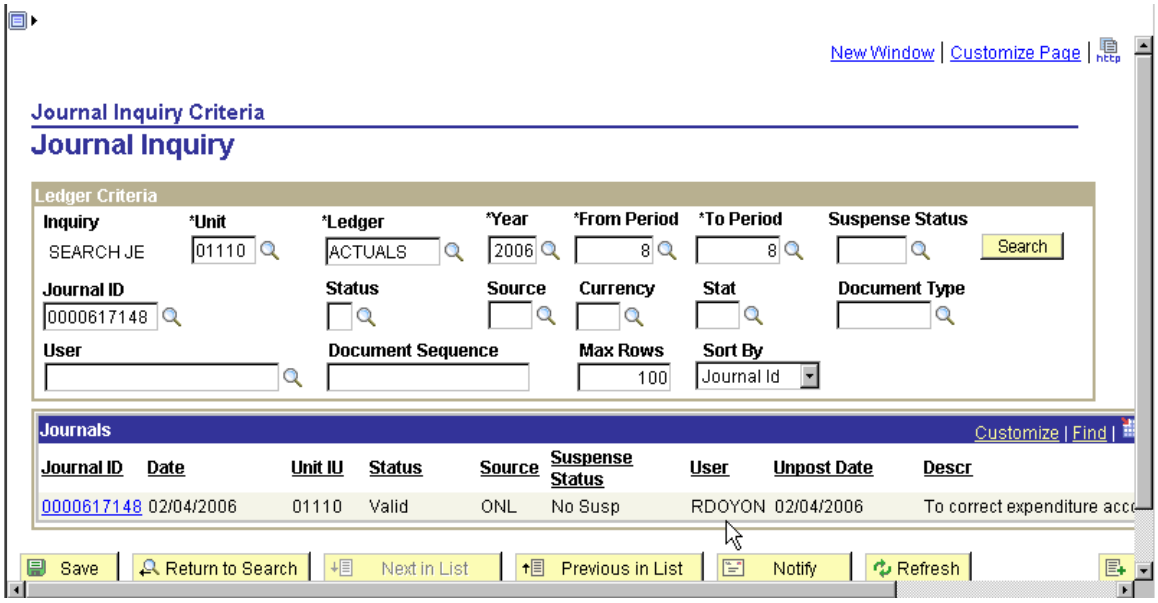
Enter remaining fields

- leave blank **or**
- enter values to narrow your search



Click the Save button to save your Inquiry to be used in the future.

Click the Search button.



Rows of data matching the criteria entered loads at the bottom of the screen under Journals.

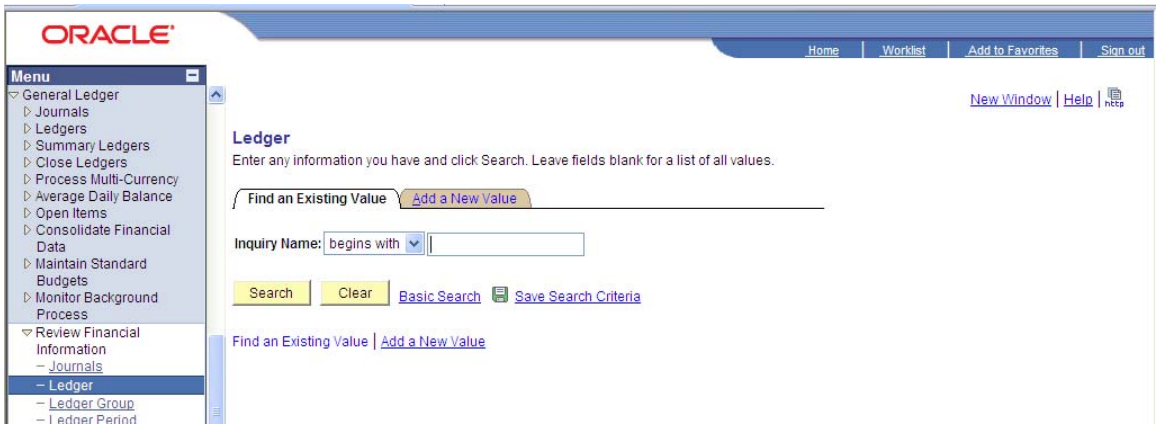
Review the User column for each row of data. This column indicates who entered the journal.

Who entered this Journal is Complete.

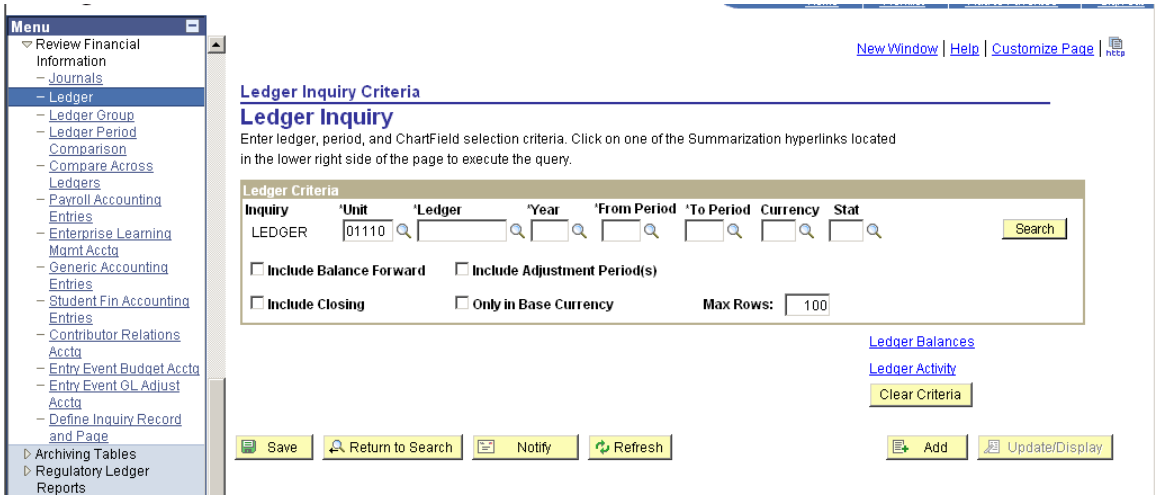
Ledger Inquiries

Situations where this function is used: The Ledger Inquiry is useful to get balances for your business unit on a Ledger for a specified time period and chartfields. Using ledger inquiry allows you to drill from the ledger balance to the sub-module transaction detail that makes up an inquiry result row.

Navigation: General Ledger > Review Financial Information > Ledger



Either Find an existing value by clicking on the Search button or click on Add a new value tab and add a new inquiry name.

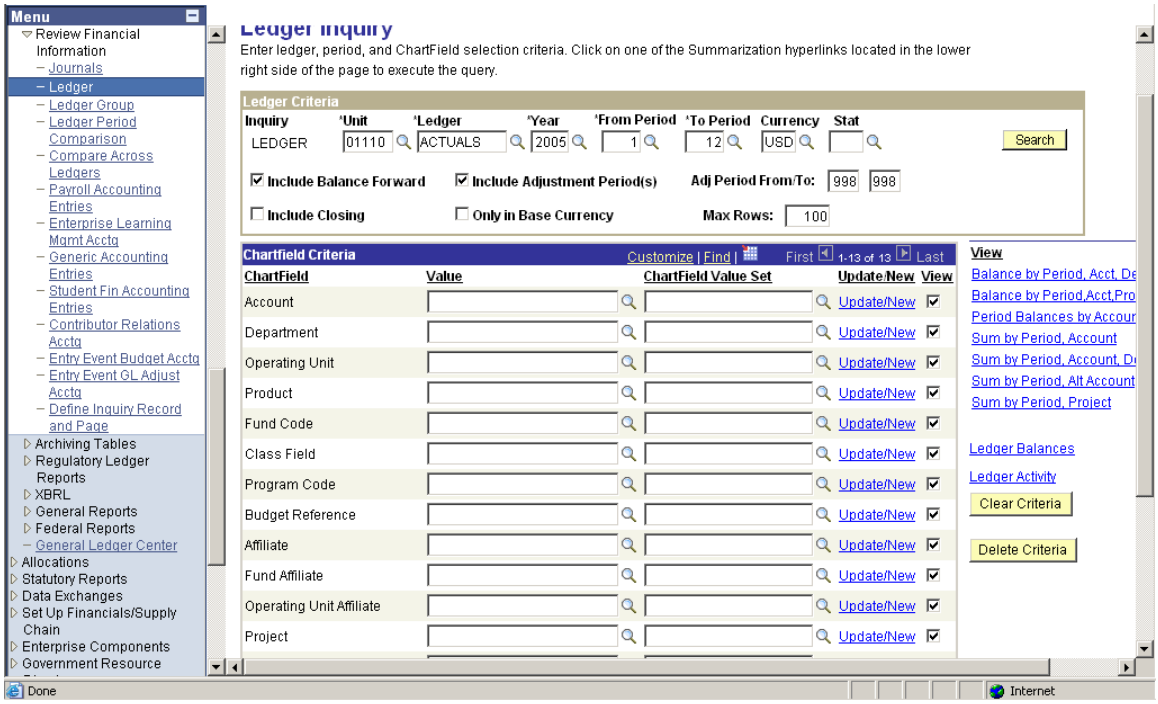


Ledger Criteria

You can enter or select the following fields to establish ledger criteria.

Unit The General Ledger Business Unit from your operator preferences defaults into this field.

Ledger	Type in the Ledger or use the magnifying glass to select the ledger.
Year	Enter the fiscal year. (Four digit year – i.e. 2006)
From Period	Enter the beginning period for your inquiry.
To Period	Enter the ending period for your inquiry.
Currency	Enter USD.
Stat (Statistics Code)	Leave blank.
Include Balance Forward	Select this option to include any balances that were brought forward into the current open year.
Include Closing	Select this option to include closing balances (period 999) along with the current open period amounts.
Include Adjustment Period(s)	Select this option to include any adjustment period amounts. If you select this option a range of adjustment period fields appear: Adjustment Period From and To *998* displays in both fields because it is the adjustment period used by Vermont.
Only in Base Currency	Select this option if you want the inquiry amounts to appear only in the base currency indicated for the selected business unit.
Max Rows (maximum rows)	You can override the default of *100* with any number <=200 rows of data that you can display in a scroll area.
Search	Click to display the following active and inactive links listed under View and the ChartField Criteria group box.



ChartField Criteria

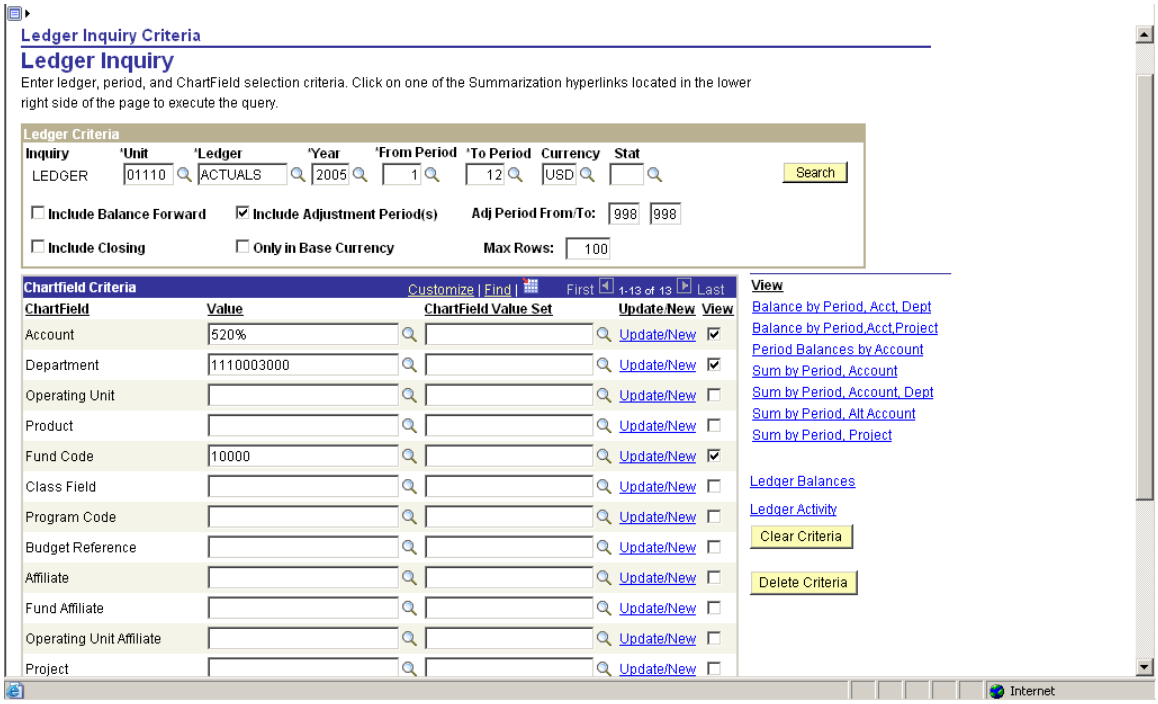
You can select one or more ChartField values or leave the fields blank and place a check mark next to each row to review all ChartField information based on the selected criteria.

ChartField/Value Lists all the ChartFields. Select a ChartField value for one or more ChartFields to review specific data in a ledger or use a wildcard (%) to select a range of values.

ChartField Value Set Select a predefined set of selection criteria for a given ChartField.

Update/New Select this option to update an existing ChartField Value Set's data or create a new ChartField Value Set.

View If you selected Ledger Balances or Ledger Activity, select the ChartFields that you want to display in either of these inquiries.



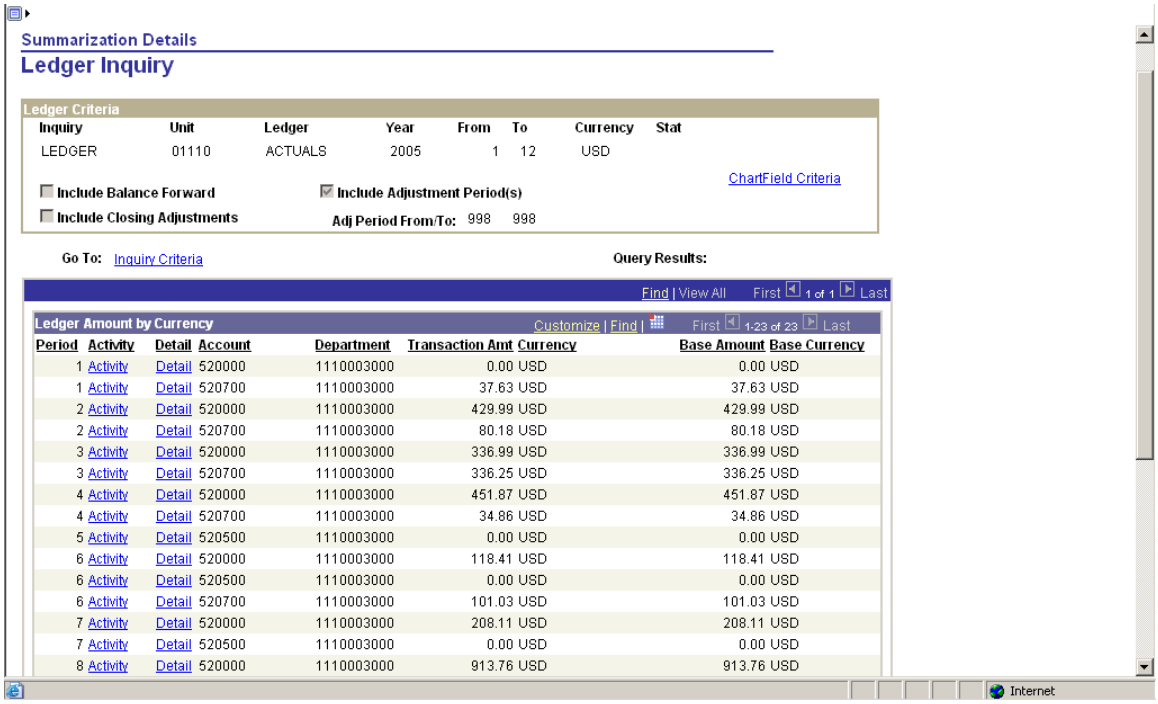
View

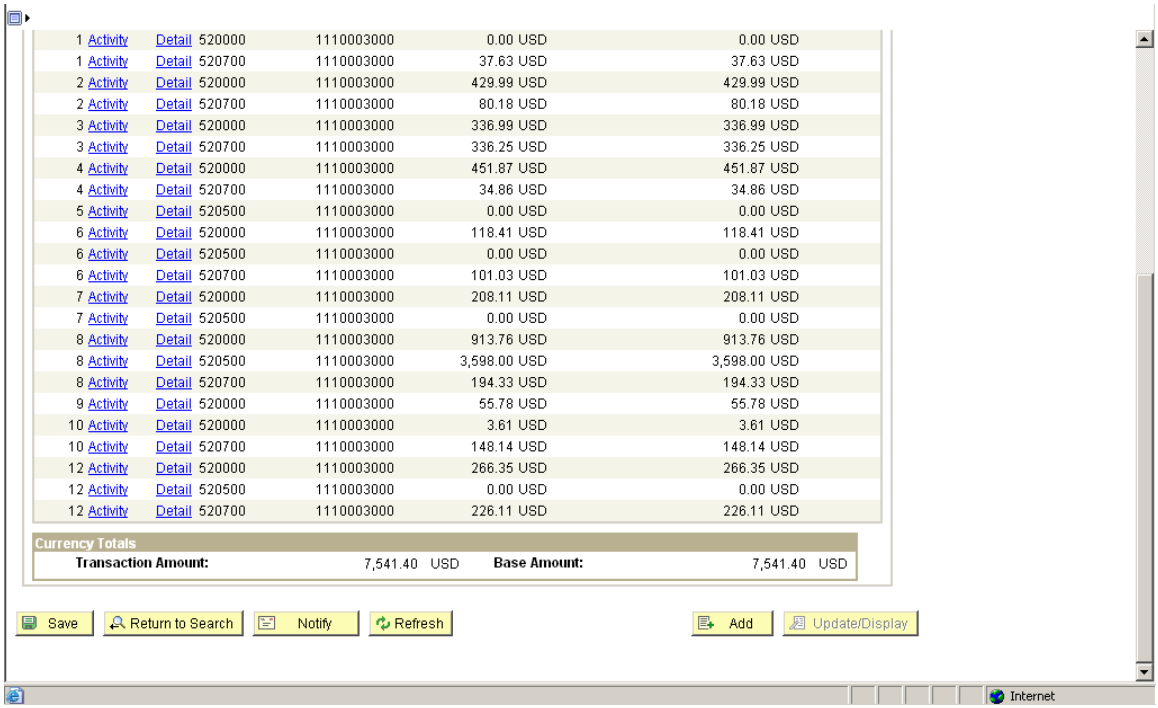
You can select one of the following methods to display information based on your ledger criteria.

Per Balances by Account	Select Include Balance Forward and then select Per Balances by Account to display posted transaction and balance amounts for a period by activity and account.
Per Balances by Acct, Dept (per balances by account, department)	Select Include Balance Forward and then select Per Balances by Acct, Dept to display posted transaction and balance amounts for period by activity, account, and department. .
Per Balances by Acct, Prj (per balances by account, project)	Select Include Balance Forward and then select Per Balances by Acct, Prj to display posted transaction and balance amounts for period by activity, account, and project.
Sum by Period, Account	Select to display the Summarization Details — Ledger Inquiry page, which contains summarized posted transaction amounts by period and account.
Sum by Period, Account, Dept (sum by period, account, department)	Select to display Inquiry - Summarization Details page, which contains summarized posted transaction amounts by period, account, and department.

Sum by Period, Alt Acct (sum by period, alternate account)	Select to display the Ledger Inquiry - Summarization Details page, which contains a summarized of posted transaction amounts by period, activity, and alternate account.
Sum by Period, Project	Select to display the Ledger Inquiry - Summarization Details page, which contains summarized posted transaction amounts by period and project.
Ledger Balances	Select to display the Ledger Inquiry - Ledger Balances page, which contains the ledger balances based on the ChartFields selected in the ChartField Criteria group box.
Ledger Activity	Select to display the Ledger Inquiry - Transaction Details page, which contains journal lines based on the selected ledger criteria and ChartField criteria.
Clear Criteria	Clears the Ledger and ChartField Criteria from the page and enables you to enter different criteria.
Delete Criteria	Deletes the inquiry, cancels the page, and returns you to a blank Ledger Inquiry - Ledger Inquiry Criteria page.

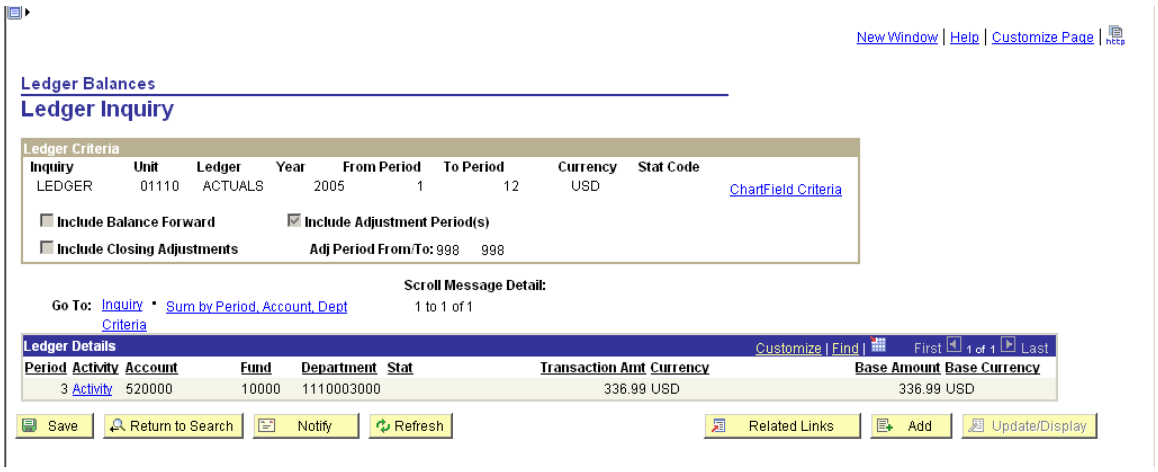
Clicking on the View **Sum by Period, Account, Dept** give the following inquiry result. Please note the total balance for the criteria at the bottom of the webpage.



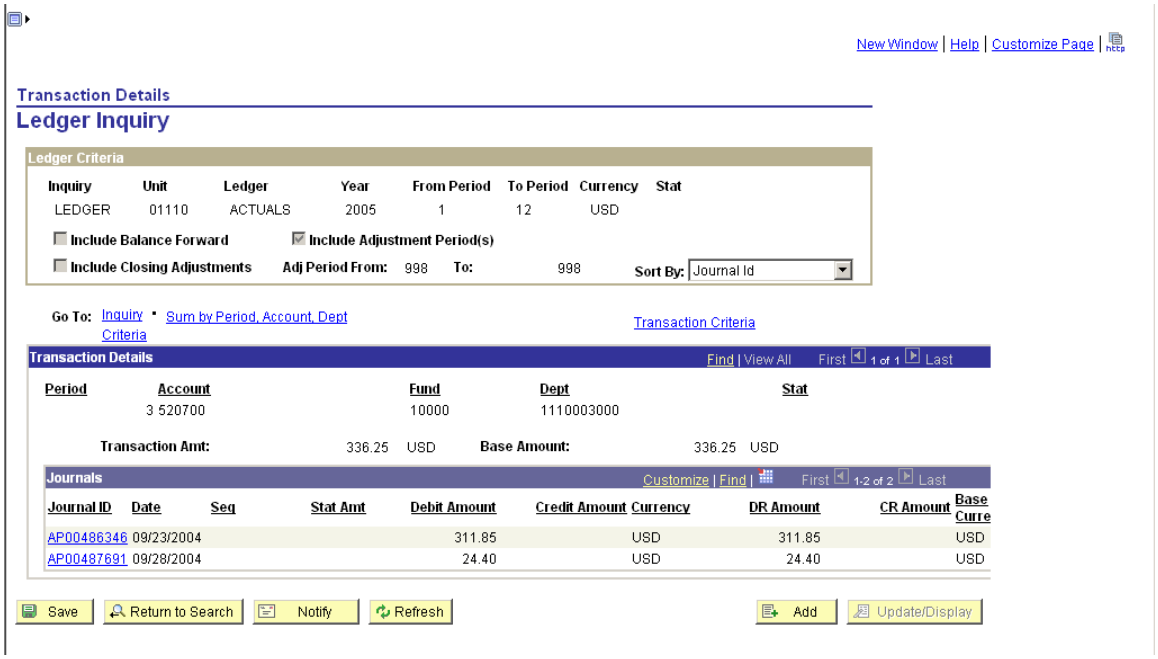


To return to the Criteria page click on the Go to Inquiry Criteria hyperlink.

To view the chartfield detail for a summary line, click on the Detail hyperlink on the line.

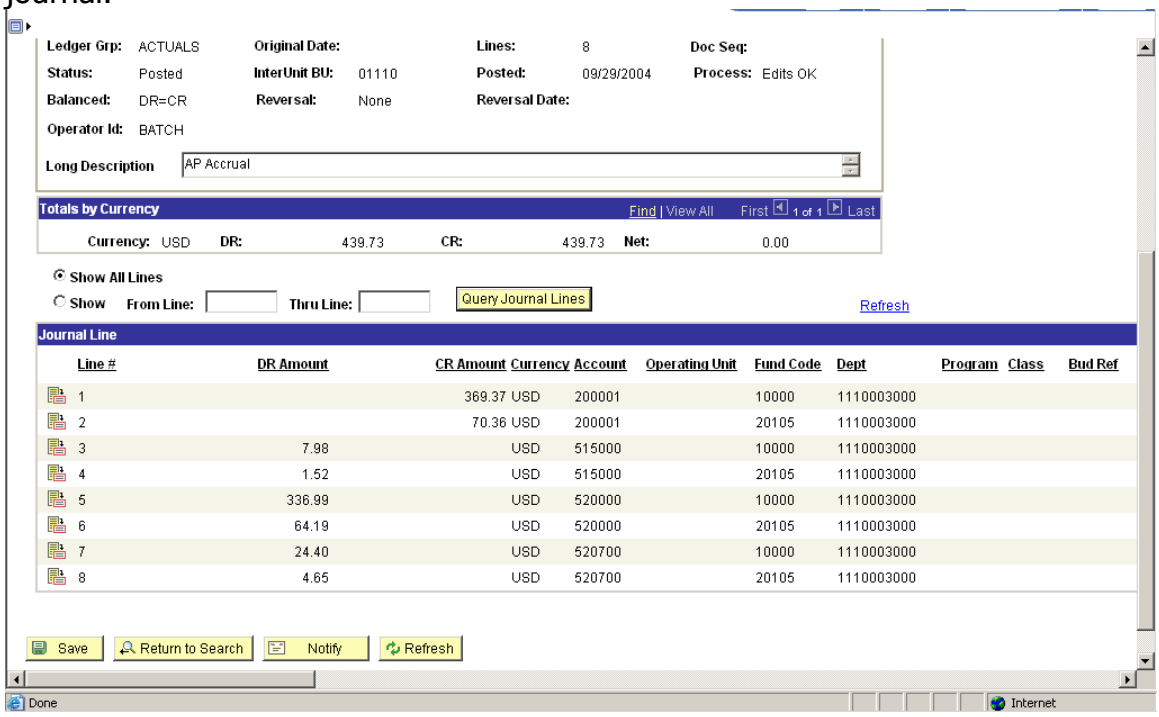


To view the activity that makes up the summary line, click on the Activity hyperlink. The page below shows the resulting Activity page.

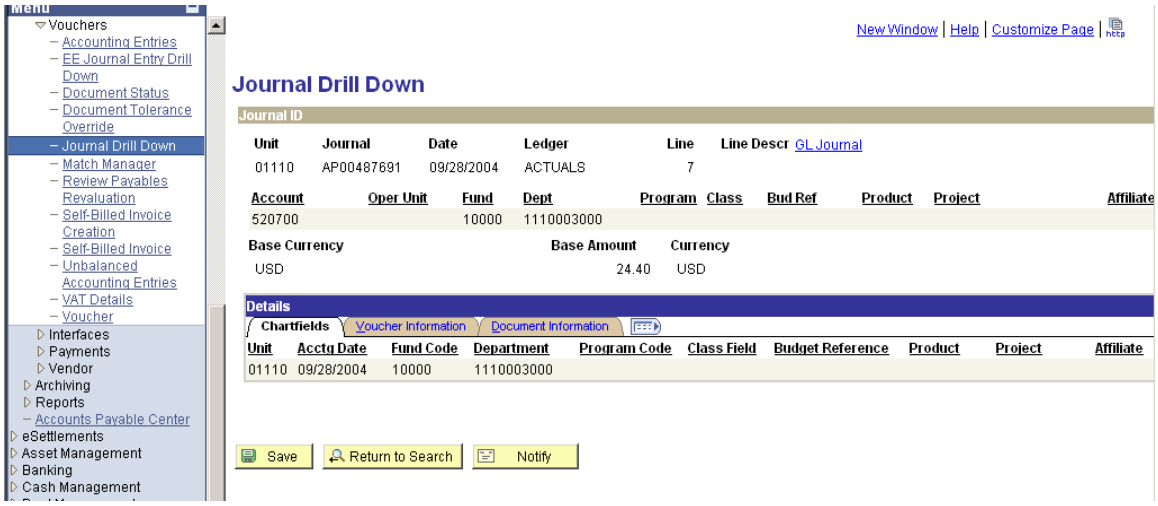


From the Activity page you can view a particular general ledger transaction by clicking on the Journal ID hyperlink. The page below shows the resulting Journal Inquiry page. It shows the Journal line(s) that meet the transaction criteria specified in the inquiry criteria.

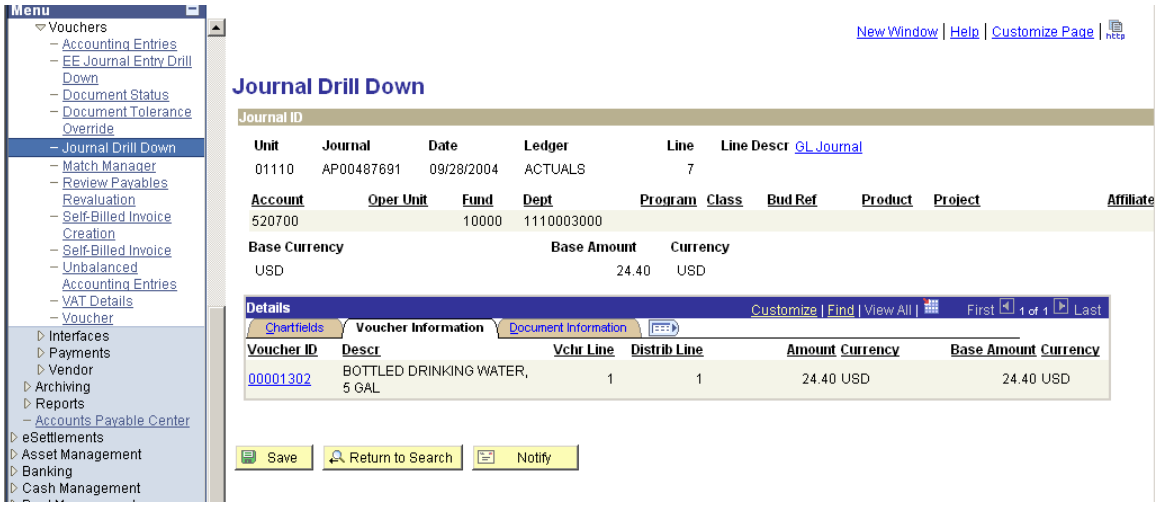
To view all lines for the journal, click on the field in front of Show All Lines, and then click on Query Journal Lines. The screen then displays all lines for the journal.



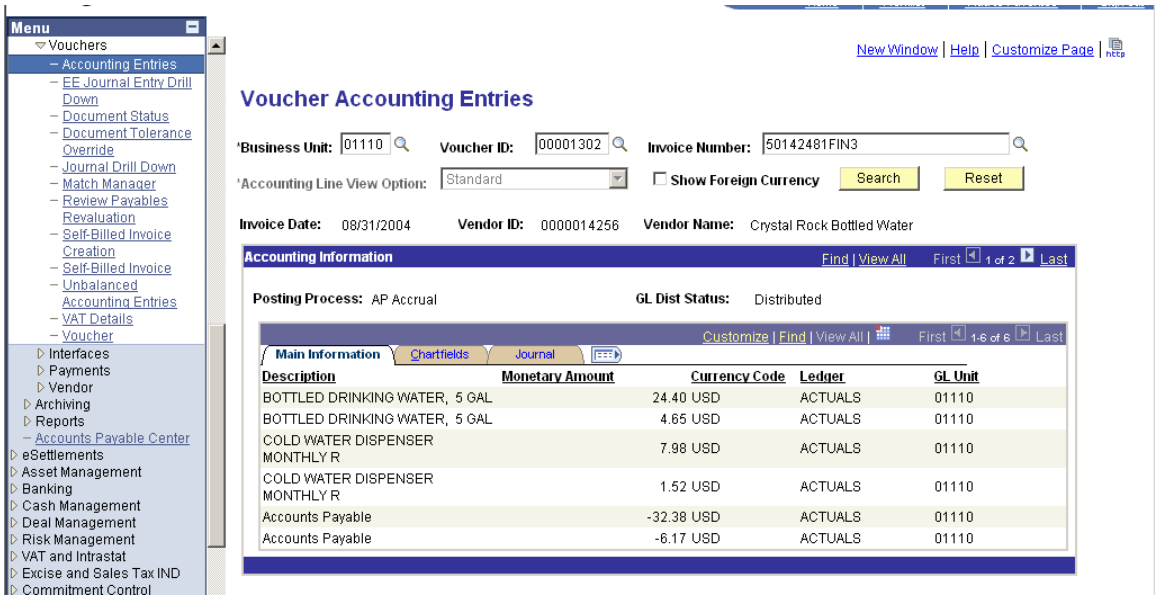
To view the sub-module detail that is summarized a journal line click on the icon in front of the line number. A new window opens with the journal drill down for the journal line. The sub-module transactions are listed.



This example is an AP voucher, you can click on the voucher information to continue to drill to the voucher.



From the voucher information, clicking on a Voucher id hyperlink opens a new window with the accounting entries for the voucher.

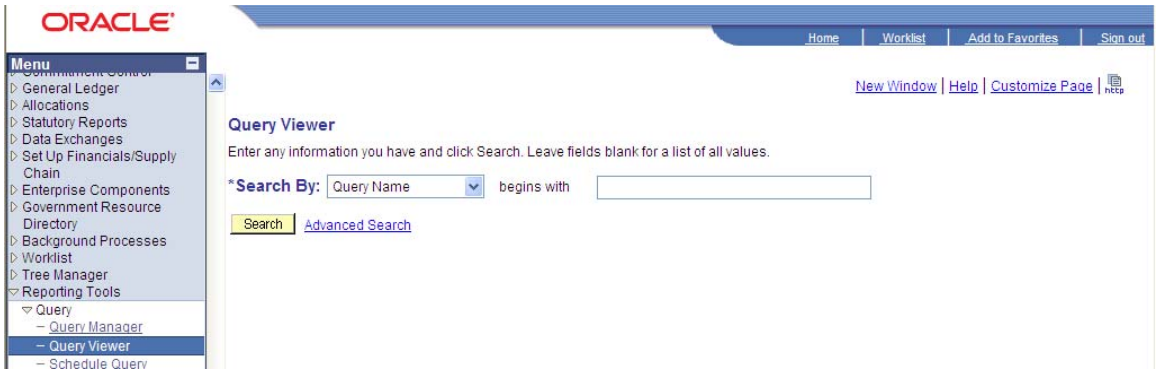


Ledger Inquiries is Complete.

Run the VT_BU_TRANSFER Query

Situation when this function is used: The VT_BU_TRANSFER Query should be run periodically throughout the week and month as well as on the 26th of the month to capture the final entries for the month. The data returned by this query indicates interunit transfers that have been initiated by other departments that your department needs to respond to.

Navigation: Reporting Tools > Query > Query Viewer

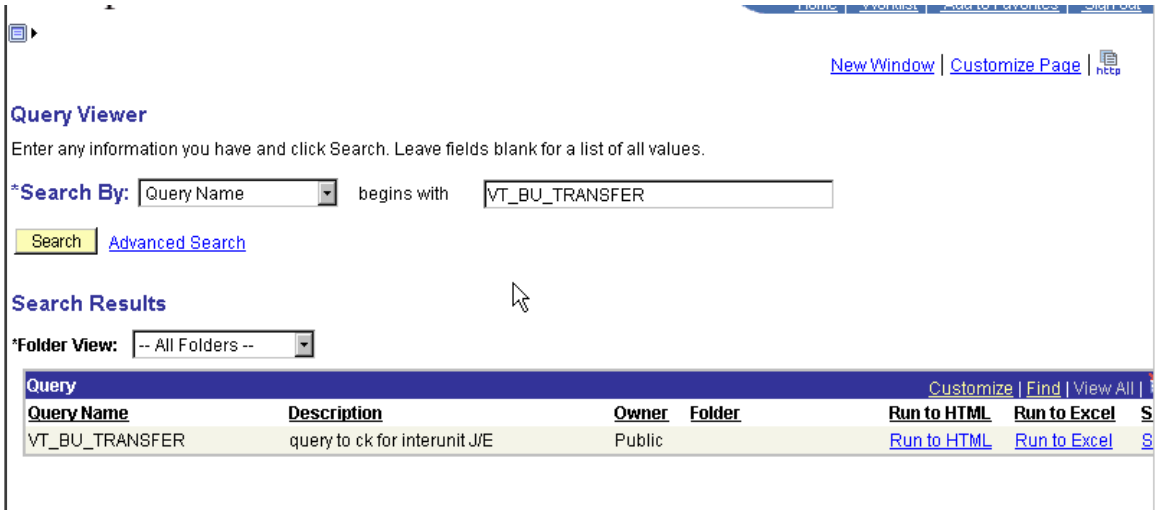


Query Viewer Search page loads. Search By defaults as query name

Enter Begins With

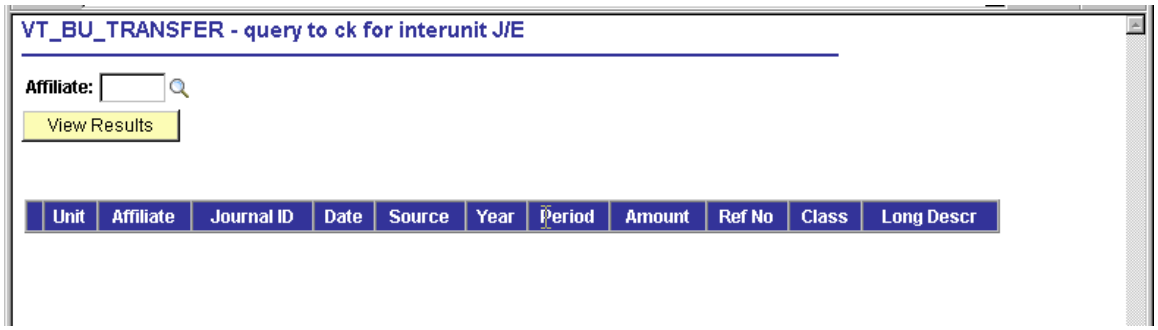
- VT_BU_TRANSFER

Click search button



Query name, description, etc loads in a box at the bottom of the screen

Click Run to Excel

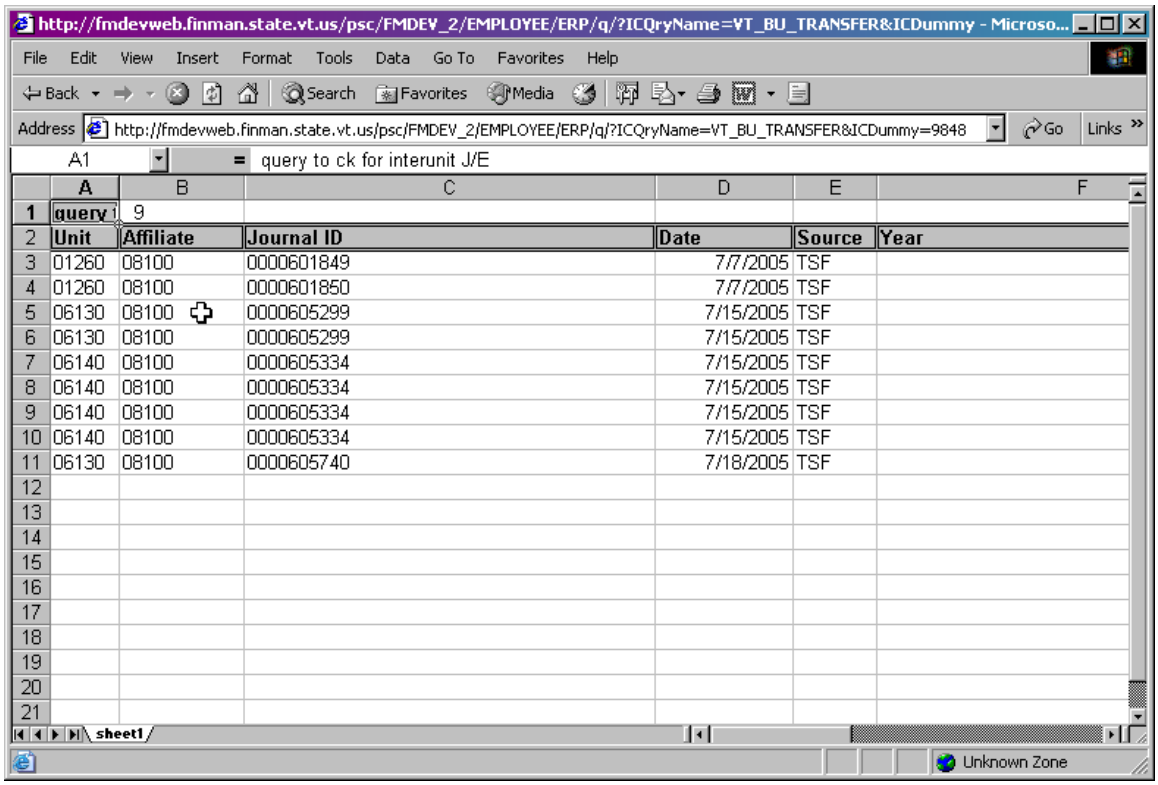


Criteria prompt box loads

Enter Affiliate

- Enter the appropriate business unit for your department

Click the View Results button



Excel loads with data.

Note: To manipulate this data or to print the data it may be necessary to select the entire worksheet and copy it into a regular excel worksheet.

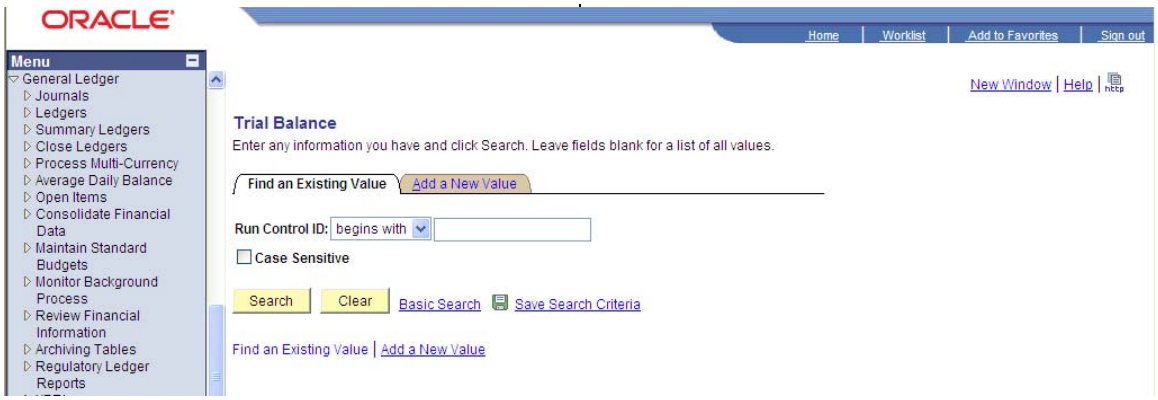
You are now ready to use the data to enter your responding TSF journal entries. If no data loaded, then you have no TSF's to respond to.

Run the VT_BU_TRANSFER Query is Complete.

Trial Balance Report

Possible situations when this function is used: This report is used to review expenditures posted to the General Ledger by Account, Fund or other chartfields for a cumulative period, by fiscal year.

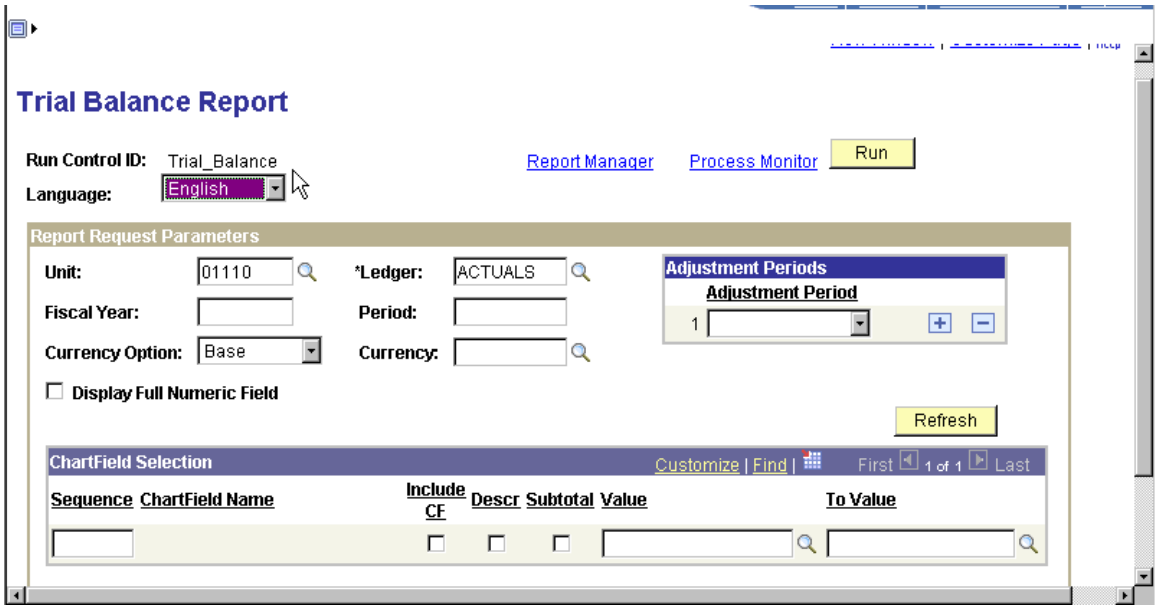
Navigation: General Ledger > General Reports > Trial Balance > Add a New Value



The Trial Balance Add a New Value page loads.

Enter Run Control ID – Name the run control something that makes sense to you. It must be a single parameter, so link multiple words with an underscore.

Click Add



The Trial Balance Report Page loads with language defaulting in as English, Unit defaulting in as your default business unit and Ledger defaulting in as ACTUALS.

Enter Language:

- leave as default

Enter Business Unit

- leave as default or
- enter the appropriate business unit

Enter Ledger Group

- leave as default; ACTUALS or
- enter ACCRL/ADJ

Enter Fiscal Year

- enter fiscal year that you want to report on – YYYY

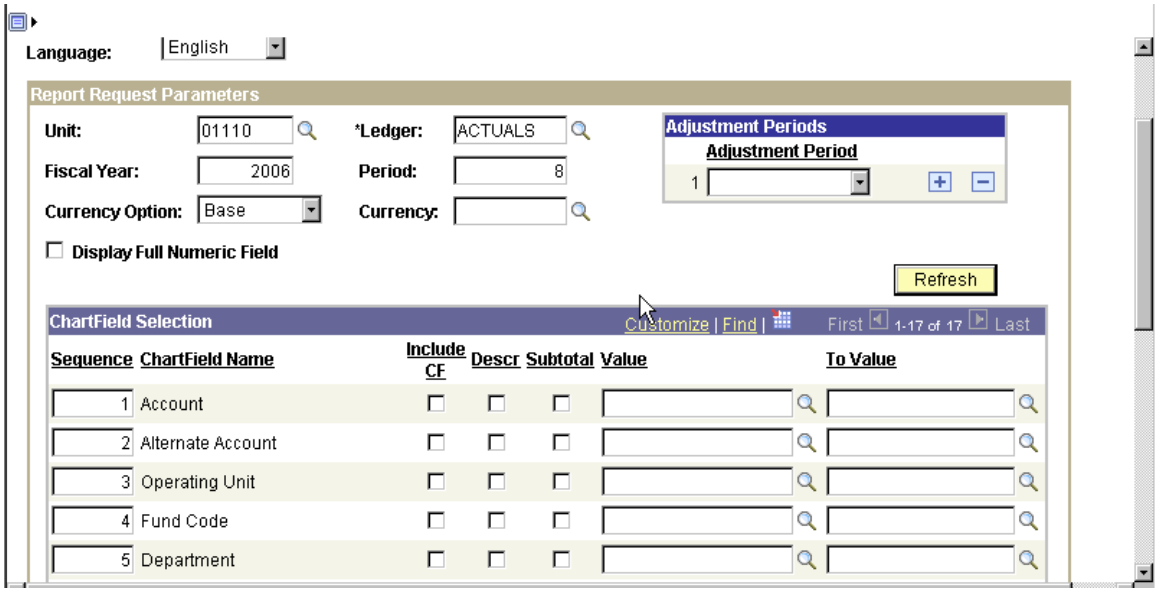
Enter Period

- enter the through period that you want to report on

Adjustment Period

- 998 if you want to include adjustment period
- always include 998 if you are running a trial balance through the end of a fiscal year

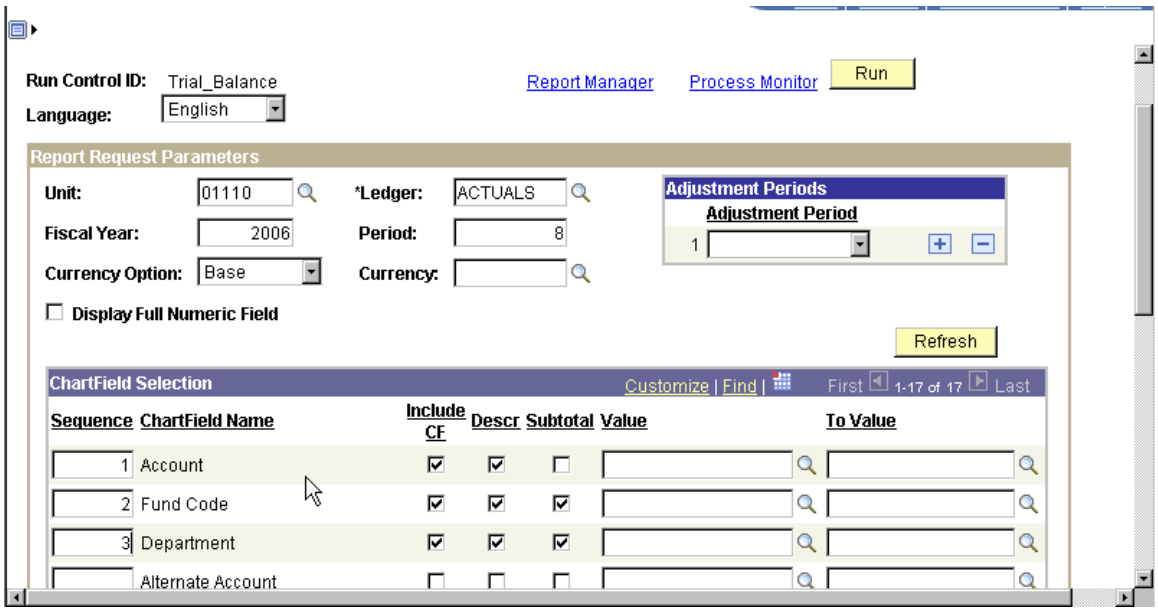
Click the Refresh button



A listing of available fields for your report will load.

Click the check box under Include CF - for each chartfield you want to see on the report
Click the check box under Descr – for each chartfield you want to see a description for
Click the check box under Subtotal - for each chartfield you want to see a subtotal for

Click Save at the bottom left of the screen



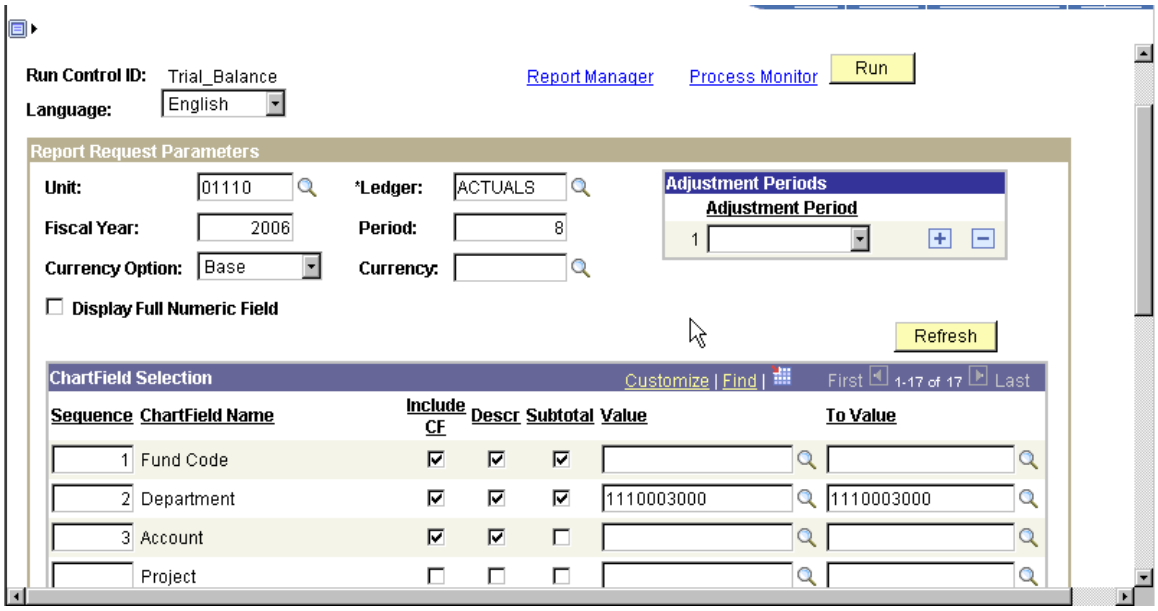
The screen will rearrange the fields that have been chosen to the top of the list

Sequence: The sequence is the order in which the report will subtotal the values for each field.

Change Sequence: Change the number in the Sequence field to reflect how you want your report to be sorted and subtotalled

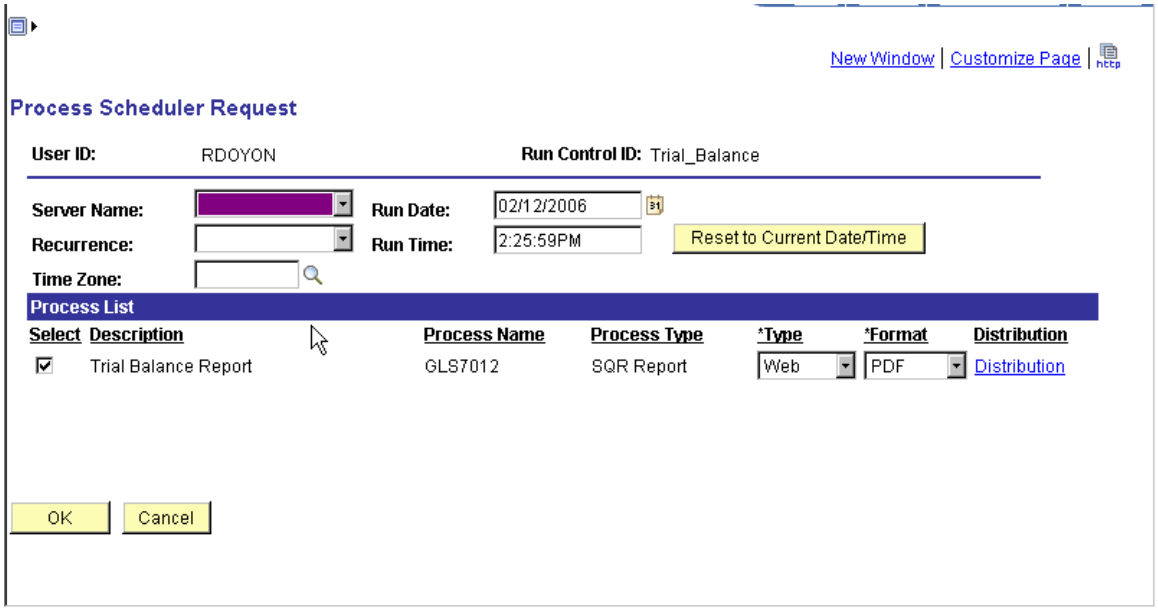
Enter Value and To Value fields to limit your search or leave them blank.

Click Save



The screen again rearranges the fields at the bottom to reflect the changed sequence. This Trial Balance Report, for the criteria chosen in the print screen above, will return a trial balance for deptid 1110003000 only.

Click Run

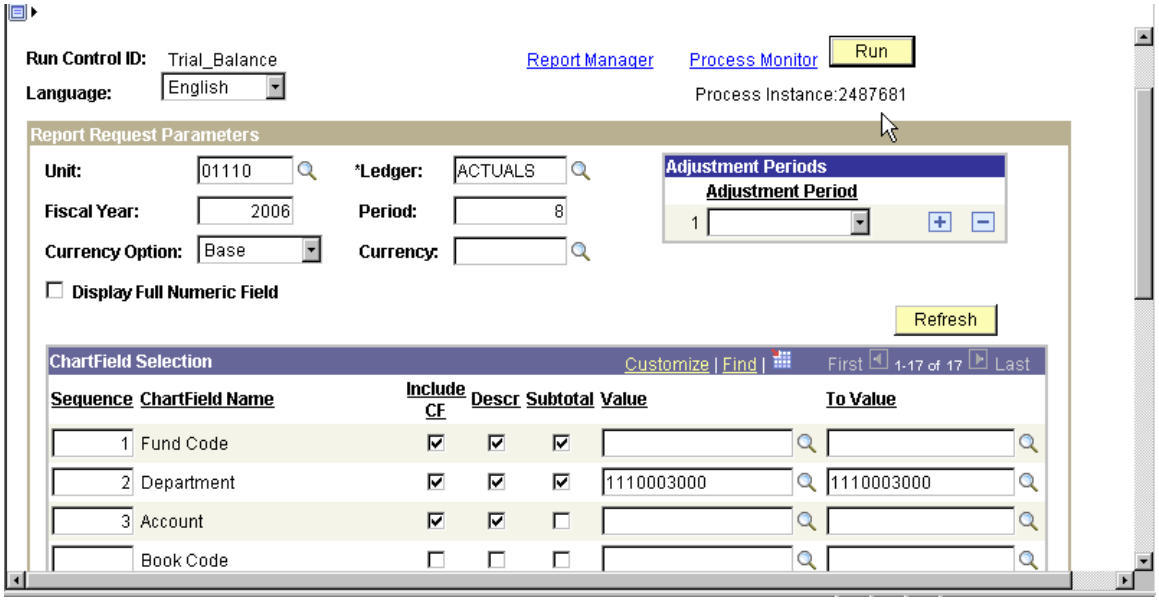


The Process Scheduler Request Page loads

Enter Server Name – PSUNX

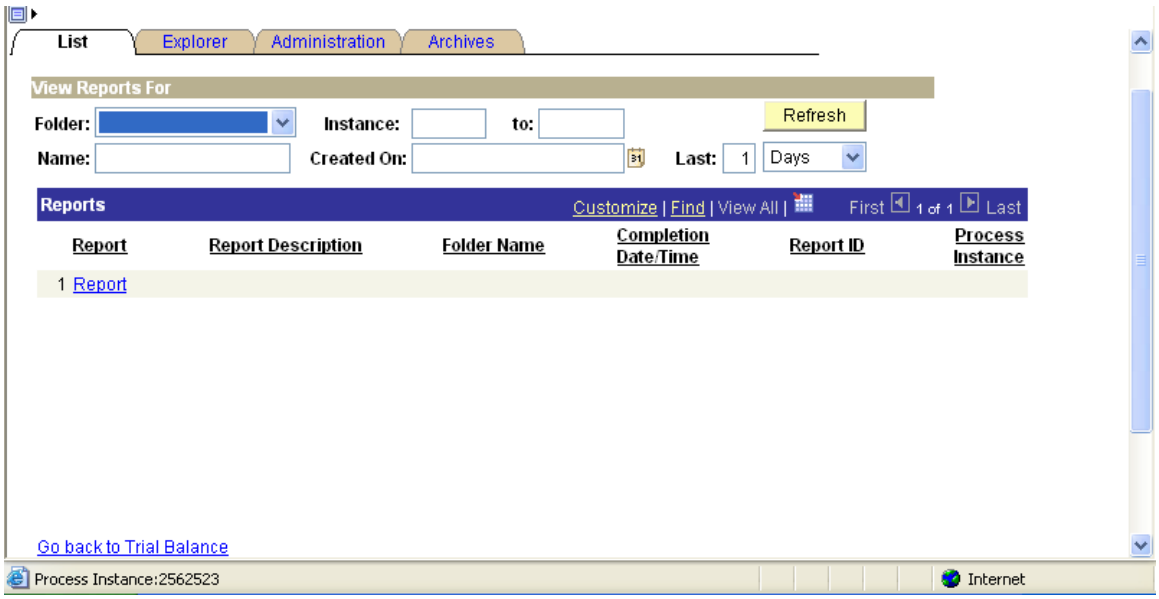
Make sure Trial Balance Report is selected

Click OK



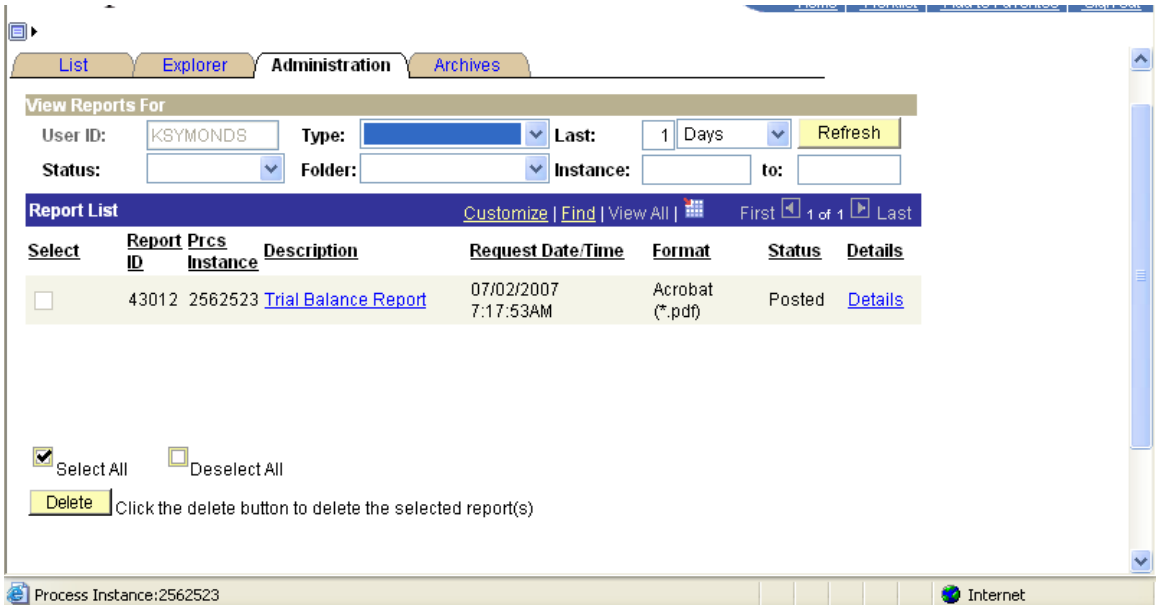
The Trial Balance Report page loads again with a Process Instance ID under the Run button.

Click Report Manager



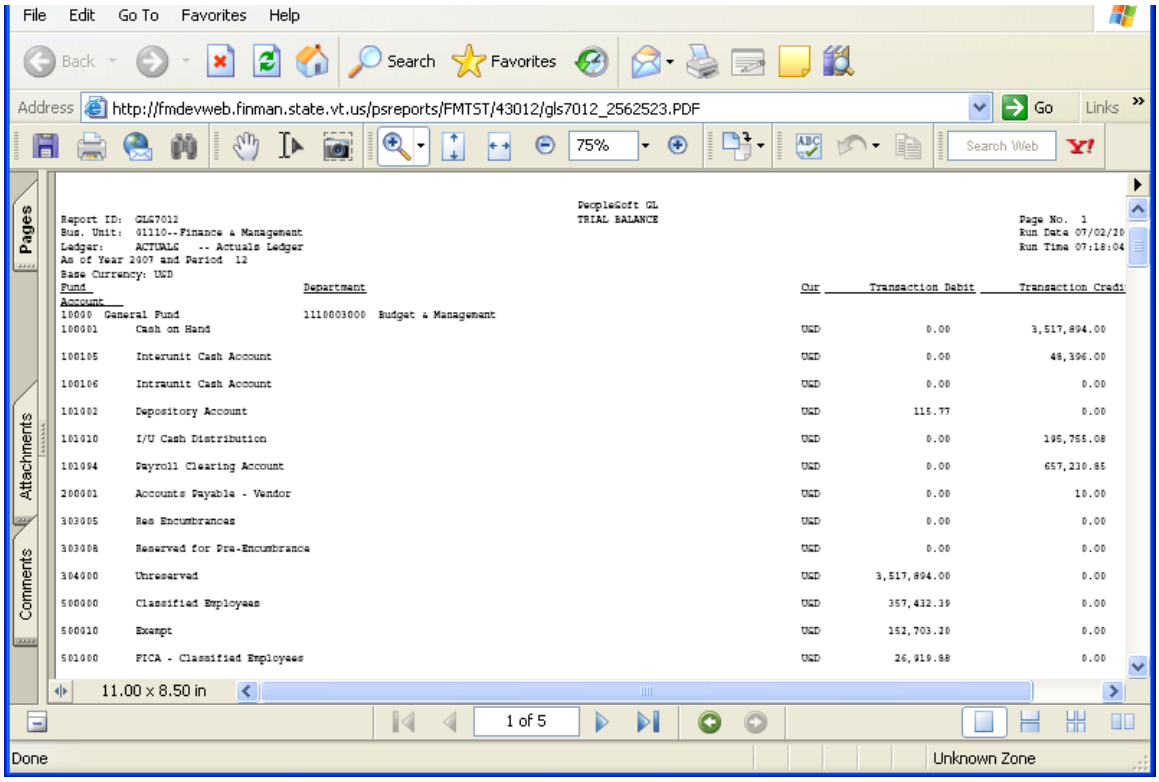
The Report Manager page loads.

Click on Administration tab



Click the refresh button until the Status is equal to Posted. This means that the report has completed successfully and the report has been posted to the Report Manager.

Click on the Trial Balance Report link that is now highlighted beside the Process Instance number of the report you just ran.



The Trial Balance Report page loads.

Click on Print button to print report.

Trial Balance Report is Complete.

A complete listing of reports and queries available in VISION for the General Ledger module can be found on the Finance & Management website in the Reporting Manual section.